



Conducting Workplace Investigations during COVID-19

Details

Duration: 1 Day

Region & Dates:
June 30, 2020 - online

Time:
9.30 am– 5.00 pm

Cost:
Ibec member: € 385
Non-member rate: € 425

Programme Overview:

The global COVID-19 pandemic has presented employers with many varied and unprecedented challenges. As employers come to grips with the most pressing of challenges, those employers who can, are now attempting to return to "business as usual". Such business as usual will, of course, include workplace investigations.

This full day course will guide employers as they manage workplace investigations remotely, whether they are faced with the need to complete an ongoing investigation or address a new issue requiring an investigation.

Programme Outcomes:

At the end of this programme, participants will have a broad range of knowledge regarding the legal requirements, the latest case law and best practice approaches to the running of workplace investigations. They will also learn how to apply these lessons to remote investigations and subsequent disciplinary processes

In particular, participants will:

- Understand the key areas of employment law and relevant Codes of Practice pertinent to workplace investigations, in the areas of discipline, grievances and bullying & harassment
- Be aware of the various mechanisms that can be used to conduct/continue workplace investigations remotely and the pros and cons associated with each
- Have an appreciation of the significance of compliance with the principles of natural justice when conducting investigations remotely
- Know the key areas to consider when conducting investigations remotely
- Know the current best practice approach to dealing with issues in the area of conducting investigations
- Be able to write clear and concise investigation reports
- Know how to conduct subsequent disciplinary processes remotely
- Identify issues that may potentially lead to a case being taken to a third party
- Critically review existing policies and procedures in the light of the above

Approach:

The programme runs for one day. There are a number of activities and case studies as part of the course to ensure that the key knowledge and skills are practiced.

The programme is delivered on line by experienced Ibec Executives who provide members with advice, consultancy and training on a daily basis. Programme participants are encouraged to express their views and experiences. The programme facilitates participant discussion to ensure a thorough understanding of the key points and their application.



Contact:

For further information,
please contact
training@ibec.ie or call 01 605
1667

Programme Schedule:

- Introduction to the Programme
- Key principles for managing fair procedures remotely
 - Review of relevant policy on which the investigation is based
 - Ensuring compliance with relevant Codes of Practice
 - Choosing the best course of action
 - Data protection and confidentiality issues
- Mechanisms for conducting investigations remotely
 - Suspend the process
 - Continue the process by written submissions
 - Continue the process by tele conference
 - Continue the process by video conference
- Conducting investigations into allegations of gross misconduct and bullying and harassment
 - Protective measures pending the outcome of the investigation
 - Drafting terms of reference for remote investigations
 - Appointment of investigator/s
 - Establishing the facts – gathering the evidence and conducting fact finding interviews
 - Key communication and interpersonal skills
 - Evaluating the evidence
 - Writing the report
 - Circulation of the report for comments
- The disciplinary process
 - Notification of the disciplinary hearing
 - Conducting the disciplinary hearing remotely
 - Adjournment and consideration
 - Announcing the decision
- Appeals
 - Conducting appeal hearings remotely
- Dealing with Grievances remotely
 - Raising a grievance
 - Grievances and natural justice
 - Conducting grievance meetings remotely
 - Communicating the outcome