

PROFESSIONAL APPROACHES TO WORKPLACE MISCONDUCT & DUE INQUIRY

 8 November 2024  Paradox Singapore Merchant Court  09.00 - 17.00

Effective workplace investigations and addressing employee misconduct are crucial for maintaining a positive work environment, ensuring legal compliance, and promoting a culture of trust and accountability within an organization. This workshop aimed to provide Practitioners, HR Professionals, Managers, and Organizational Leaders with the skills and knowledge to conduct fair and thorough investigations, make informed decisions, and implement appropriate disciplinary actions.

By attending this workshop, you will be better prepared to handle workplace investigations with confidence, ensuring fair treatment for all employees and fostering a safe and inclusive workplace. Enhance your capabilities and contribute to a positive organisational culture.

WHY ATTEND:

- **Enhance Your Skills:** Gain practical knowledge and skills to conduct thorough and fair workplace investigations.
- **Legal Compliance:** Understand the legal aspects and ensure your organisation complies with relevant laws and regulations.
- **Improve Workplace Culture:** Learn how to address misconduct effectively to maintain a positive and respectful work environment.
- **Hands-On Experience:** Participate in case studies and role-playing exercises to practice and refine your investigation techniques.
- **Network and Share:** Connect with other professionals, share experiences, and learn best practices.



Agenda

UNDERSTAND THE IMPORTANCE OF EFFECTIVE WORKPLACE INVESTIGATIONS

- Impact on organizational culture and employee morale
- Legal and ethical considerations]

UNDERSTANDING WORKPLACE MISCONDUCT

- Definition and Types of Misconduct
- Minor vs. major misconduct
- Examples: harassment, discrimination, theft, violation of company policies

LEGAL FRAMEWORK

- Relevant laws and regulations (Employment Act, Tripartite Guidelines, Workplace Fairness Legislation)
- Employer and employee rights and responsibilities

PREPARING FOR AN INVESTIGATION

a. Receiving Complaints

- Channels for reporting misconduct
- Ensuring confidentiality and protection from retaliation

b. Initial Assessment

- Evaluating the credibility and severity of the complaint
- Deciding whether an investigation is necessary

CONDUCTING THE INVESTIGATION

a. Planning the Investigation

- Establishing a timeline and scope
- Selecting an investigation team (if applicable)

b. Gathering Evidence

- Interviewing complainants, witnesses, and the accused
- Collecting documents, emails, and other relevant materials

c. Documenting the Process

- Maintaining accurate and thorough records
- Ensuring objectivity and fairness

ANALYSING FINDINGS AND MAKING DECISIONS

a. Evaluating Evidence

- Analysing testimonies and documents
- Weighing the credibility of sources

b. Reaching a Conclusion

- Determining whether misconduct occurred
- Considering the context and severity

ADDRESSING MISCONDUCT

a. Disciplinary Actions

- Types of disciplinary measures (verbal warning, written warning, suspension, termination)
- Ensuring consistency and fairness in disciplinary actions
- How to communicate disciplinary action, notices, etc

b. Communicating the Outcome

- Informing relevant parties of the investigation's findings
- Maintaining confidentiality and privacy

PREVENTIVE MEASURES AND CREATING A POSITIVE WORK ENVIRONMENT

a. Training and Education

- Regular training on workplace policies and conduct
- Promoting a culture of respect and inclusion

b. Policy Development

- Creating clear, comprehensive policies on workplace conduct
- Regularly reviewing and updating policies



CONTACT DETAILS

Elsie Lek (Ms)
sales@rel-alliance.com
+65 9721 5047 / 6611 0168

1-DAY COURSE

Regular Rate: S\$950
Super Early Bird: S\$738
(Register before 27 Sept 2024)

Early Bird: S\$807.50
Buddy Rate: S\$1500
(Register before 18 Oct 2024)