

# INVESTIGATIONS



**CONNIE CORNELL**

[www.cornellsmith.com](http://www.cornellsmith.com)

Austin, Texas (512) 328-1540

## An Affirmative Defense May Exist if:

Once the Employer knew or should have known of a violation;

- it investigated

&

- took prompt action reasonably calculated to correct the problem.

## Who Should Investigate?

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- Supervisor
- HR
- In House Counsel
- Outside Investigator
  - Non-Attorney
  - Attorney

## Identify the Investigator's Role

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- To Be Neutral
- To Gather Information
- To Present Information to Whom?
  - Orally?
  - In Writing? (Signed Witness Statements?)
- To Draw Conclusions?
- To Make Recommendations?

## UNIVERSAL RULES OF THUMB



- R\*E\*S\*P\*E\*C\*T
- Neutral
- Let common sense rule
- 0 Tolerance for retaliation
- Document each step

## THE MOST TYPICAL STEPS

- ~~Enlighten the Accused~~
- Interview:
  - Complainant
  - Accused
  - Witnesses
- Present the Evidence
- The Decision Makers Review the Evidence
- A Decision is Made
- The Investigation is Closed:
  - Accused
  - Complainant



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## Title search: Investigations

Also available as part of the eCourse

[Employment Law Essentials: From Defensive Documentation in Hiring and Firing to Policies, Handbooks, Complaints and Compliance](#)

First appeared as part of the conference materials for the  
2015 Essential Employment Law session  
"Investigating Sensitive Employment Complaints"