

Workplace Investigations in Ontario

Burlington, ON • February 15, 2012 • ID# 388737

**Protect your organization – know the ins and outs
of workplace investigations.**

Whether the issue is a harassment complaint, a threat of workplace violence or another workplace dispute – prompt, fair and thorough investigations are essential to your ability to make sound employment decisions and minimize legal risks. This seminar will provide you with practical guidance and actual experience in conducting effective workplace investigations. Don't wait – register now to make sure you stay on the cutting-edge of your field.

Benefits for You

- Learn the essential elements of an effective investigation
- Get expert guidance on handling litigation issues
- No-nonsense tips on documenting investigations
- Understand your options following the investigation



Special Offer!
Bring a Colleague – Save \$150

Priority Code 15999

Faculty

David Griffin, HR Proactive Inc.

Adam Savaglio, Scarfone Hawkins LLP

Michael Stanton, Scarfone Hawkins LLP

Jennifer Zdriluk, Ross & McBride LLP

For more information about our speakers, go to www.lorman.com/ID388737.

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8:30 AM – 9:00 AM

Registration

9:00 AM – 9:45 AM

Workplace Policy

— Jennifer Zdriluk

- Drafting a Workplace Investigation Policy
- Make It Binding – Part of Employment Contract
- Certain Provisions
- Internal Policies – Who Will Investigate, to Whom etc.
- Setting Up the Investigation Procedure Itself

9:45 AM – 11:00 AM

Workplace Investigation

(Break 10:15 AM – 10:30 AM)

— Adam Savaglio and Michael Stanton

- When Do You Start an Investigation?
 - Potential Causes for Investigation
- Complaints Against Management?
- Complaints Against the Investigator?
- What Can You Do?
 - Interview Employees
 - Review Company Property
- Employee Status During Investigation – Continue to Work or Suspend

11:00 AM – 12:30 PM

Conducting Effective Workplace Investigations

— David Griffin

- Pre-Investigation Considerations
 - Investigation Plan
 - Internal or External Investigator?
- Interviewing Techniques
 - Planning
 - Controlling the Interview
- Common Challenges
 - Reluctant Witnesses
 - Maintaining Confidentiality

– Representation

- Concluding the Investigation

– Making a Determination
– Recommendations

- Documenting the Investigation – The Investigation Report
- Investigation Checklist

12:30 PM – 1:30 PM

Lunch (On Your Own)

1:30 PM – 2:45 PM

Your Options Following the Investigation

— Adam Savaglio, Michael Stanton
and Jennifer Zdriluk

- What Do You Do?
- Termination Without Cause, Termination With Cause, Constructive Dismissal
- Progressive Discipline
- Meeting With Employee, Manager, HR Representative – Who Should Be There and What Should Be Said

2:45 PM – 3:00 PM

Break

3:00 PM – 4:30 PM

Litigation Based Upon Termination

— Adam Savaglio, Michael Stanton
and Jennifer Zdriluk

- Employee Commences Litigation for Wrongful Termination: How Do You Use the Investigation Information as Your Defence
- Post-Termination Investigation
- Improper Investigation – Possible Ramifications
- Costs
- Fact Patterns – Group Discussion

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Register Online at www.lorman.com/ID388737

Seminar Tuition (includes free manual with attendance)

- Yes!** I would like to attend. (\$459.00 + \$59.67HST = C\$518.67 per person)
- Special Offer!** I would like to bring a colleague.
(\$309 + \$40.17HST = C\$349.17 per each additional registrant)
- Yes!** I would like the Best Value discount.
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I am unable to attend but I am interested in:

- CD/Manual Package** (\$489.00 + \$63.57HST = C\$552.57 per package*)
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Approving Manager

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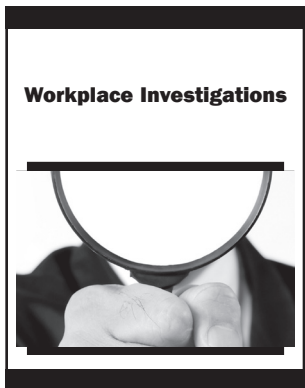
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Lorman Education Services
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SEMINAR ID: 388737

Where Is It?

Holiday Inn Burlington
Hotel & Conference Centre
3063 South Service Road
905-639-4443
Burlington, ON

Who Will Be There?

This seminar is designed for human resource professionals, business owners and managers, office managers, controllers and lawyers.

YOUR SEMINAR LEADERS

David Griffin

- Consultant, trainer and investigator with HR Proactive Inc.
- Assists organizations and businesses across Ontario with investigations into workplace harassment and workplace conflict complaints, workplace training and one-to-one sensitivity training
- Former police officer of 20 years as a police association leader representing police officers at the local, provincial and national levels
- M.B.A. degree, University of Ottawa; certificate in workplace investigations, Human Resources Professionals Association; currently completing executive certificate in conflict management, University of Windsor Law School

Adam Savaglio

- Associate with Scarfone Hawkins LLP
- Focuses on business law and employment law
- Advises organizations of all sizes (i.e. large multinational corporations, not-for-profit organizations and closely-held private corporations) with regard to all areas of employer/employee relations
- Represents employees with respect to wrongful termination, constructive dismissal and human rights claims
- Bi-weekly business law columnist for the Hamilton Spectator
- J.D. degree; B.A. degree with honours
- Can be contacted at 905-523-1333 or asavaglio@shlaw.ca

Michael Stanton

- Associate lawyer with Scarfone Hawkins LLP
- Practices in employment law, commercial litigation and class actions
- Represents both employers and employees in matters concerning wrongful termination, constructive dismissal and human rights claims
- Appeared before the Superior Court of Justice, Small Claims Court and various tribunals
- LL.B. degree, University of Ottawa; B.A. degree, with honours, McMaster University
- Can be contacted at 905-523-1333 or mstanton@shlaw.ca

Jennifer Zdriluk

- Member of Ross & McBride LLP
- Practices exclusively in the areas of labour and employment law
- Speaker at Human Resource Professionals Association Annual Conference, Ontario Bar Association and Hamilton Law Association seminars
- Called to the Bar 2003
- LL.B. degree, Osgoode Hall Law School
- Can be contacted at 905-526-9800 or jzdriluk@rossmcbride.com