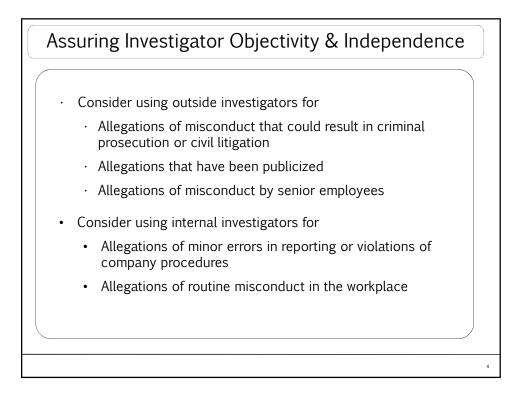
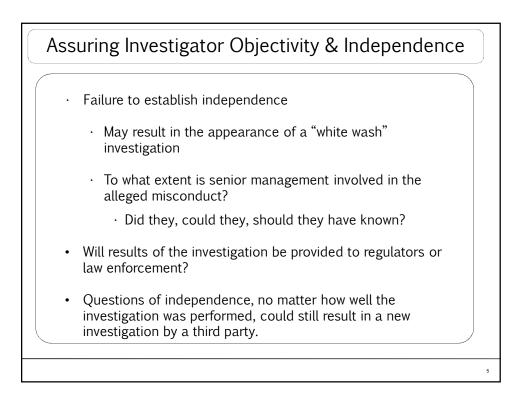
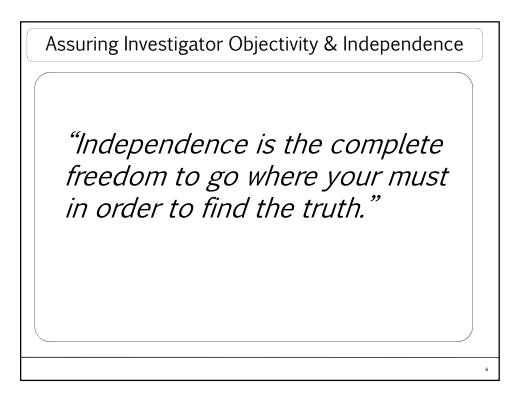


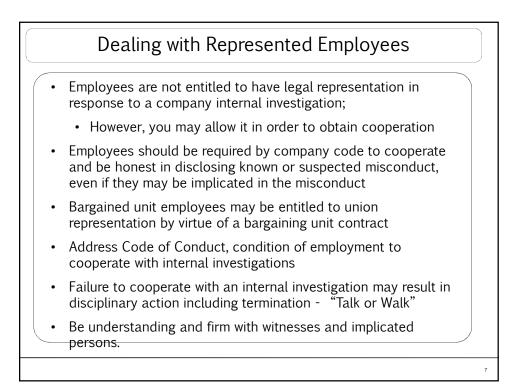


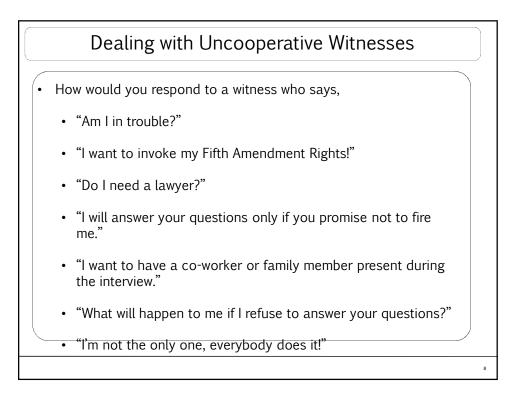
- · Respect privacy concerns for all individuals involved
- · Treat all with respect and dignity
- · Limit information to others on a need-to-know basis
- · Provide confidentiality to the best extent practical
 - · Implied versus expressed confidentiality
 - Legal or regulatory requirements to disclose facts of the investigation
- · Don't make promises you may not be able to keep











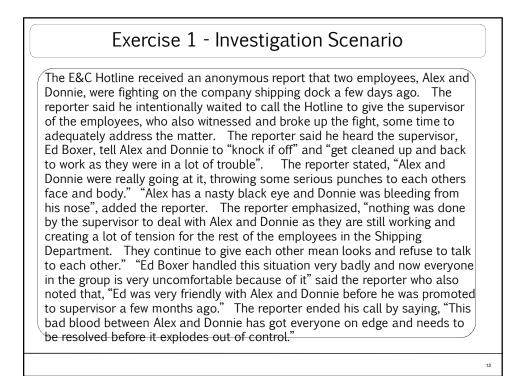


- Lack of management support
 - Management personnel impatient with investigation and apply pressure to wrap it up quickly
 - · Management personnel hostile to investigator
 - · Interference by management personnel
- · Inability to access documents or potential witnesses
- Witness or implicated employee resigns before being interviewed
- Witness collaboration



- Improper handling of evidence
 - Take care when acquiring evidence stored on employees' electronic devices
 - · Consider utilizing a professional forensic service
 - Preserve all evidence to assure it remains tamper free
- Avoid one on one confrontations with witnesses and subjects
 - The last thing you need is an allegation against you for unprofessional conduct
 - Have a company attorney or HR professional by your side
- Avoid premature conclusions by remaining impartial to the end
 - Presume the implicated person is "innocent until proven guilty"
 - Take the time necessary to reach your conclusion







Some Additional Information: The company has a zero tolerance policy prohibiting violence in the workplace. In the past, employees have been terminated for any form of physical harassment or threatening behavior by employees.

Working in small groups:

- · Identify potential pitfalls in handling this investigation.
- What, if any, are the possible root causes for supervisor Ed Boxer's apparent mishandling of the situation?
- Who would you involve in any determination to investigate the matter further?
- · Who would you want to interview and in what order?

