



# Employee Misconduct Investigations

A step-by-step guide





## Create an Investigation Plan

Outline a framework of how you'll investigate, what tasks need to be completed and who is responsible for them.



## Take Interim Action

Take steps to prevent retaliation and further misconduct while you investigate.

\*Did the alleged misconduct involve a victim or complainant? Protect them by offering time off, alternate hours or remote working options.



## Document Everything

Document interviews, evidence, investigation steps and disciplinary actions.

\*Could the accused or the complainant refute your findings? Ensure you have enough documentation and evidence to prove your case.





## Conduct Effective Interviews

Avoid leading language and keep your body language objective.

\*Assess the credibility of interviewees. Analyze body language, logic, consistency, motive to lie and evidence corroboration.



## Write an Investigation Report

Describe your investigation process and the conclusion you reached. Include suggested courses of action, if requested.



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