

PREVENTING AND INVESTIGATING EMPLOYEE MISCONDUCT

I. What you Need to Know

- a. Defining Employee Misconduct
- b. Costs of Misconduct
- c. Tools for Preventing Employee Misconduct
- d. Warning Signs of Employee Misconduct – “Red Flags”
- e. Investigating Properly and Legally
- f. Investigative Strategies
- g. Risk Mitigation - Fidelity Insurance
- h. Case Study

II. What is Employee Misconduct

- a. Employee Misconduct encompasses a wide range of acts, including:
 - Violations of any corporate policies, whether written or oral, including violations of the Employee Handbook
 - Violations of state, local or federal criminal or civil laws, including harassment

III. Examples of Employee Misconduct:

- a. Acts in violation of the employee handbook or Code of Conduct
- b. Employee embezzlement and theft
- c. Theft of proprietary information and trade secrets
- d. Corporate espionage
- e. Receipt and solicitation of vendor kickbacks
- f. Sexual harassment and discrimination
- g. Workplace disputes or threats of violence
- h. Workers compensation fraud