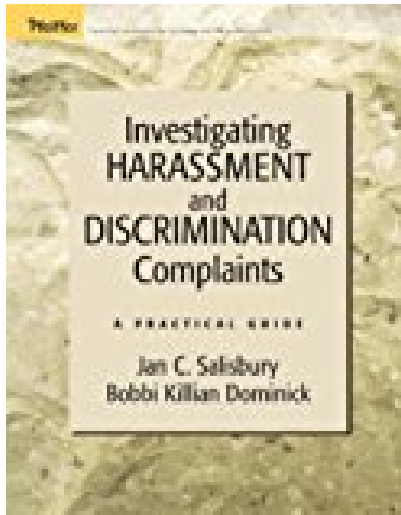


Investigating Harassment and Discrimination Complaints A Practical Guide



BOOK DETAILS

- Author : Jan C. Salisbury
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BOOK SYNOPSIS

Investigating Harassment and Discrimination Complaints is a hands-on guide for human resource professionals who are called upon to conduct a legally sound investigation into harassment, discrimination, or retaliation complaints. This important manual blends the information investigators need to develop the skills and competencies that are critical to successfully investigating harassment and discrimination complaints with a proven framework for undertaking the investigation itself. Investigating Harassment and Discrimination Complaints walks the investigator through the process of conducting a successful investigation and includes information about: The critical legal aspects of conducting an investigation How diversity affects harassment What needs to be in place prior to an investigation Creating a step-by-step plan How to properly document an investigation, and Administering discipline for policy violations and remedies for aggrieved employees Investigating Harassment and Discrimination Complaints also includes a valuable training program that human resource professionals can use to deliver in-house training programs on harassment investigations. In addition, it contains a wealth of resources including a sample policy, forms to use in an investigation, a sample report, a summary of real-world cases, and government publications from the Equal Employment Opportunity Commission.

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