



Asif Amin Law Associates



VIRTUAL SESSION

CORPORATE INVESTIGATIONS AND DISCIPLINARY PROCEDURES

(Ensuring Legal Compliance and Ethical Practices)

COURSE OVERVIEW

Corporate investigations are essential to ensuring the integrity and compliance of organizations. This course offers a deep dive into investigation governance, providing participants with practical tools and methodologies to handle misconduct investigations. Covering key areas such as the investigation cycle, evidence gathering, preservation of evidence and report writing, it also emphasizes the legal framework around compliance and employment laws. The course is designed to enhance participants' ability to conduct thorough, effective investigations that protect their organizations from legal, reputational, and operational risks.

COURSE BENEFITS

Participants will gain essential skills in conducting investigations that comply with employment laws and lead to appropriate disciplinary actions. The course covers key investigation techniques, including interviewing, evidence gathering, and report documentation, preparing professionals to handle complex cases. This training will empower them to ensure legal compliance and protect their organization from potential risks.

WHO SHOULD ATTEND

Every professional can attend.

COURSE DURATION

25 hours (starting from 31st October 2024)
2 hours a day (8 pm to 10 pm)

COURSE INVESTMENT

PKR. 60,000/-

(including course certificate and course material)



ASIF AMIN

Advocate High Court
Corporate Trainer

He is a practicing advocate of the High Court, a legal consultant, and a corporate trainer with vast experience.



JEHANZEB RAOOF

(FCA, CCEP-I, CFE)

He is a seasoned trainer and industry professional with extensive experience in the corporate sector.

Contact for Registration

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COURSE CONTENTS

Governance of Investigation Mechanism

- ▶ Governance Policies & Procedures for Investigation
- ▶ Definition of investigation
- ▶ Structure of Investigation Department
- ▶ Fundamental principles of investigation
- ▶ Role and Responsibilities
- ▶ Cycle of Investigation
- ▶ Key rules for conducting an investigation.
- ▶ Overview of an “ISO-37008 standards on investigations”
- ▶ Types of misconduct usually subject to investigation at organizations in detail

Investigation Techniques

- ▶ Interview Theory and Application
- ▶ Types of Evidence including collection and storage practices/standards
- ▶ Data Analysis and Reporting Tools
- ▶ How to gather information from various sources

Stages of Investigation

- ▶ Life cycle and limitation bar
- ▶ Planning Phase;
 - Determination of subject matter of investigation
 - Initial assessment report identifying nature, risks, extent & impact and the nature
 - Scope and objective of the investigation
 - Setting up plan for investigation including who is to be involved in the investigation
 - Resource Planning and need to align with Legal and HR department
 - Develop confidentiality matrix for the investigation
- ▶ Execution Phase;
 - Conducting interviews and documents examination
 - Gathering evidence and limitation in the context of workplace employment contracts
 - Dots matching
 - Summarizing findings and drawing conclusion
 - Report Writing
 - Object of report writing
 - Report writing principles/rules
 - How to Write Reports
 - Formats for report writing (specific to nature of incidents)
 - Practice to write reports

Post Investigation Mechanism

- ▶ Disciplinary & Corrective Measures
- ▶ Tracking and validation
- ▶ Management Reporting and data analytics

Legal Regulations, Compliance & Employment Laws

- ▶ Employment Types & Classification
- ▶ Employer's Rights & Obligation
- ▶ Employee's Rights & Obligation
- ▶ Classification of Complaints
- ▶ Investigation versus Inquiry
- ▶ How formal inquiry is to be conducted in a legal manner
- ▶ How evidence is collected and preserved
- ▶ How to write formal inquiry report
- ▶ How to conduct disciplinary inquiry
- ▶ Legal procedure for conducting disciplinary inquiry
- ▶ How to record statement and inquiry proceedings
- ▶ Role and Duty of Inquiry Committee
- ▶ How to form Inquiry Committee
- ▶ How to conduct Individual Inquiry
- ▶ How to counter allegations
- ▶ How to proceed with alleged employees
- ▶ Cross Examination, Leading Questions & Representation
- ▶ Scope of Complaints
- ▶ Various Notices part of disciplinary matters
- ▶ How to write various notices to conduct formal inquiry
- ▶ Types of organisation and disciplinary regulations
- ▶ Legal Compliance for Organisations
- ▶ Compliance and Risk Mitigation
- ▶ Sexual Harassment at Workplace in detail
- ▶ Remedies, Defenses and Precautions
- ▶ Actions & Sanctions
- ▶ Outcome of recent rulings of Superior Court
- ▶ Outcome of recent judgments of workplace harassment ombudsperson



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