

Internal Investigations: Doing it Right and Keeping Your Company Out of the Headlines

Kelley Drye Seminar

Firm Event

May 1, 2008 from 8:00 am to 10:00 am (EDT)

Washington, DC

Vienna, VA

When a complaint or crisis arises within your organization, it is too late to plan how you will react—you must have your crisis plan ready-to-go. Whether it is an employee alleging harassment, a whistleblower making a “fraud” or Sarbanes-Oxley complaint, or a government agency knocking on your door, you need to respond quickly and correctly. Moreover, the steps you take in the first days and hours of a crisis can often be the key to a successful outcome.

This seminar provides an overview of the steps you need to take now to prepare for that crisis and the steps you should take when conducting an internal investigation.

The seminar will outline the step-by-step process of an internal investigation, and discuss the real-life issues that companies or in-house counsel often face; such as:

- Who should conduct the investigation?
- When do you need an outside expert?
- What if employees ask for counsel?
- What if employees refuse to cooperate?
- What about privilege issues?
- How can you use technology to investigate?

The seminar will also cover ways that you can avoid inadvertent destruction of evidence.

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