



Investigating Employee Misconduct in the Nonprofit Workplace

Tuesday, June 21, 2016, 12:30 – 2:00 pm ET

Venable LLP, Washington, DC

Moderator

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Speakers

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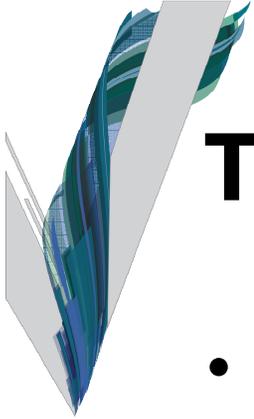
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Upcoming Venable Nonprofit Events

Register Now

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- **August 17, 2016:** [Key Trademark and Copyright Developments Around the World: Implications for Nonprofits in China, Europe, Cuba, and Beyond](#)
- **September 20, 2016:** [How to Protect Nonprofits' Federally Funded Programs with Global Anti-Corruption Controls, co-sponsored by Venable LLP and InsideNGO](#)



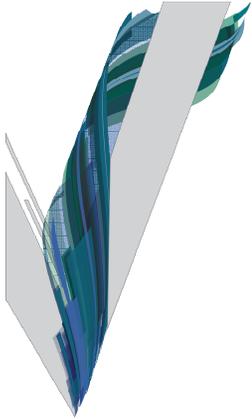
The Point of Our Program

- The four doctors
- Why train?

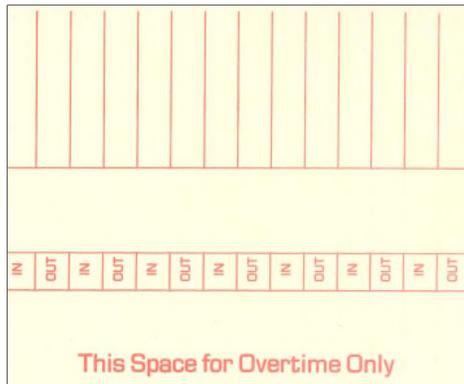


Standards of Proof

- Beyond a reasonable doubt
- Clear and convincing evidence
- Preponderance of the evidence
- Good faith investigation/reasonable conclusion



Identifying the Issue



Time Card



Attendance

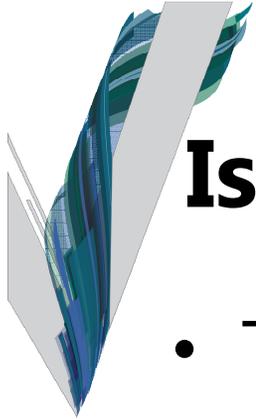


Retaliation



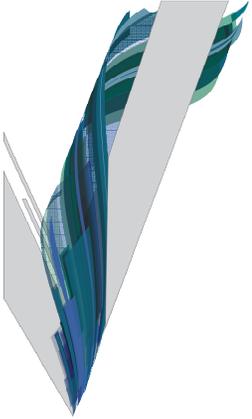
Gathering the Evidence

- Who?
- What?
- When?
- Where?
- Why?



Is An Investigation Necessary?

- The Nature of the Issue
- The Need for More Facts
- The Need for Special Expertise



Asking Questions



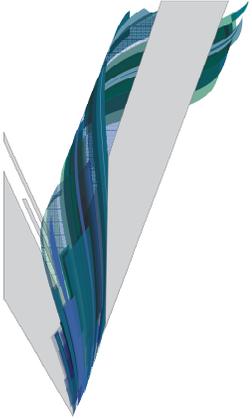
Assessing Credibility

- Demeanor
- Logic/consistency
- Corroborating evidence
- Circumstantial evidence



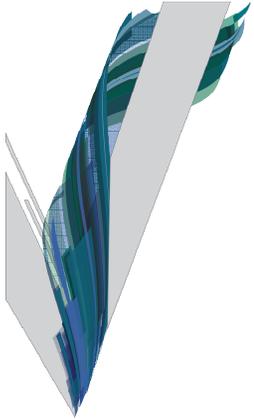
Where Can You Look and What Can You Take?

- Electronically Stored Information
- Privacy

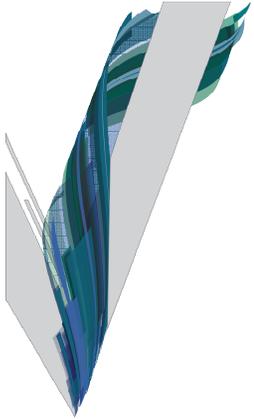


Taking Notes

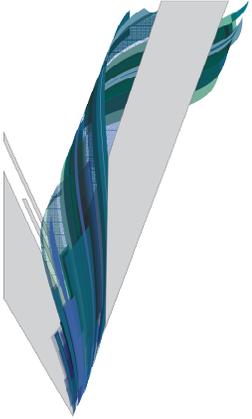




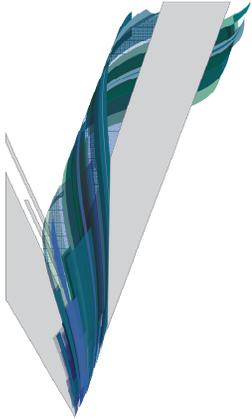
Attorney-Client Privilege



Don't be afraid to reach a conclusion because you're afraid of being wrong.



Documentation



Questions?

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