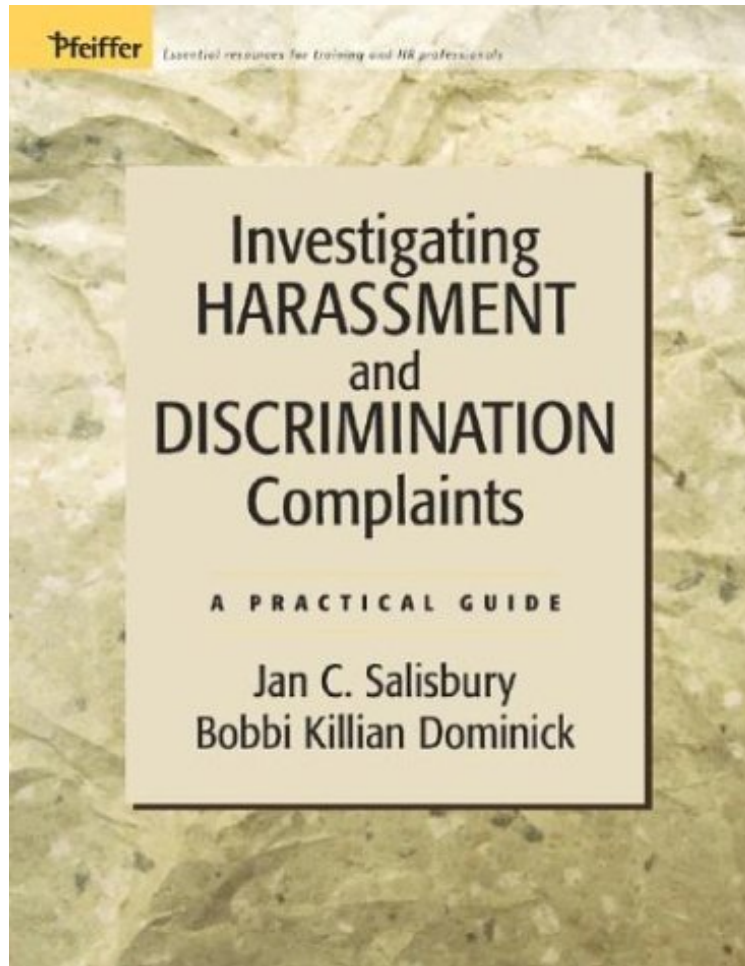


(Ebook pdf) Investigating Harassment and Discrimination Complaints: A Practical Guide

Investigating Harassment and Discrimination Complaints: A Practical Guide

Jan C. Salisbury, Bobbi Killian Dominick
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Jan C. Salisbury, Bobbi Killian Dominick : Investigating Harassment and Discrimination Complaints: A Practical Guide before purchasing it in order to gauge whether or not it would be worth my time, and all praised Investigating Harassment and Discrimination Complaints: A Practical Guide:

1 of 2 people found the following review helpful. Essential For Any Business By Jana L. Nelson This is a must read for any business. Whether you are in Human Resources or any Manager, this book is so helpful and is an easy to understand guide. This book answers all of your questions concerning harassment and discrimination in the workplace. It comes with a CD Rom for easy access to any of the subjects that you may be interested in. This has been a great tool in helping us develop our policy on creating an environment that is accepting of all people and their differences. Don't wait until you have a problem to read this book. This will help you be one step ahead of issues that can be easily

avoided with the help of this insightful guide!

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

"A clear and well-articulated guide for those who conduct, study, challenge, or defend these highly-charged investigations. Incorporating the best research and leavened by the authors' many years of practical experience The chapter on "Debriefing the Workgroup" is by itself worth the price of the book." mdash; Louise F. Fitzgerald, professor of psychology and women's studies, University of Illinois at Urbana-Champaign "There was a time in America when success was equated with the discovery and refinement of natural resources like coal and oil. Today, success in business is equated with the selection and development of human resources. This book should be required reading for all workplace leaders responsible for organizational development and ultimately ensuring fairness and equity when faced with issues of harassment." mdash; Dennis Karras, senior vice president, human resources and administration, Washington State Employees Credit Union "Investigating Harassment and Discrimination Complaints will become a mainstay resource for anyone conducting harassment investigations. Born out of decades of experience, the information in this book will raise the bar of quality for investigations, reports, and testimony in harassment cases." mdash; Donna M. Stringer, president, Executive Diversity Services, Inc.

From the Back Cover 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.

About the Author Jan Salisbury, M.S., is the president of Salisbury Consulting, which specializes in organization development, implementing diversity in U.S. and global organizations, leadership development, team building, and change. For the past twenty years she has facilitated the resolution of hundreds of harassment and discrimination complaints throughout the country. Bobbi Killian Dominick, J.D., SPHR, has practiced law for seventeen yearsmdash;practicing employment law and successfully defending companies accused of discrimination and harassment. She currently operates a successful HR consulting firm, Dominick Legal Solutions.