

# Investigating serious misconduct in the workplace

Are you confident your workplace can handle serious misconduct investigations — fairly, legally, and fast?

Price: R 3 650.00 per delegate, full day conference included and get a FREE on-demand course from our library.

## OVERVIEW

Employers must act quickly when harassment, discrimination, or misconduct complaints arise. A prompt response shows employees their concerns are taken seriously and helps build trust. Delays increase risks and reduce the accuracy of evidence, while timely investigations lead to better outcomes and a safer, more respectful workplace.

▶ This 1-day course will provide HR Managers, Practitioners or Officials with the **know-how** on conducting workplace investigations with confidence!

### This course includes:

▶ One day facilitated learning, conducted by an experienced investigator and attorney.  
Live quizzes on the learning portal  
A participant workbook  
A CPD-credit bearing certificate (**5 CPD points**) with the SABPP, which is downloaded from the portal on the day of the workshop

▶ Training held at **Definitive Conferencing** - just 4kms from OR Tambo airport.

25 June 2025 **or** 26 June 2025



## WORKSHOP OUTCOMES

By the end of this course, you will be able to:

1. Understand and apply the Disciplinary Code and Procedure for your workplace.
2. Implement the procedure that needs to be followed for the different offences and determine the seriousness thereof.
3. Understand what a disciplinary hearing is and how it functions.
4. Understand the importance of a proper investigation in a hearing.
5. Determine the documents required to conduct an investigation.
6. Determine who should be involved and to what extent.
7. Conduct interviews and analyse all information gathered.
8. Determine the grounds for misconduct.
9. Compile a properly structured investigation report



## FACILITATOR CREDENTIALS

Rika van Staden holds a **BA in Community Safety and Socio-Legal Studies**, with specialisation in **Asset and Crime Risk Protection**.

She also holds an **LLB degree** and is currently an **Associate Attorney at Stemmett & Osman**.

Rika is an admitted attorney with **right of appearance in the High Court of South Africa**.