

STEWARD'S ROLE DURING THE EMPLOYER'S INVESTIGATION

1. REPRESENT AND PROVIDE ADVICE

- Talk with the employee. Be sure to get time before the meeting. Advise the employee of their rights.
- Let the employee know that what is said during the investigation can be used in disciplinary and legal actions.
- Tell the employee to think carefully before answering the employer's questions.
- Advise the employee to be certain of his/her answers. If the employee is not absolutely sure what to answer, he/she can say, "I don't know."
- Advise the employee to make short answers and not to ramble.
- Advise the employee not to volunteer information and stick to answering the specific questions.
- Let the employee know what your role in the meeting will be, i.e., to take accurate notes of what is said and to help the employee when necessary.
- Let the employee know that if he/she becomes confused or feels intimidated, you will interrupt the meeting.
- Advise the employee that if he/she chooses to remain silent during the investigation, this could lead to disciplinary action for insubordination.