



CORPORATE INVESTIGATION & REPORT WRITING

 **16 Apr, 2026**  Movenpick Hotel, Karachi.

WORKSHOP OVERVIEW

Corporate Investigations into misconduct (i.e., breaches of Code of Conduct, key policies and agreements) involving employees and third parties warrant strong practical knowledge of scenarios ranging from investigation into fraud, theft, corruption, conflict of interest, confidentiality breach, competition law, harassment, abuse of company assets/resources etc.. Inadequately handled corporate investigations give rise to unfair treatment of employees, erodes trust in the system and give rise to legal, reputational and operational risk. This training is designed to provide structured approach and key standards which must be met in every investigation including summarization of each investigation by way of report, its components and practice to form findings and conclusion.

WHO SHOULD ATTEND

- Employees engaged in Investigation, Fraud Management, Internal Audit and Employee Relations/Industrial relations, Supply Chain, Finance, Risk, Compliance, Human Resources, Whistle blowing and Harassment Committees, Branch Manager
- Departmental Heads



Trainer

JEHANZEB RAOOF

(FCA, CFE, CCEP-I)

Head of Ethics at

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(previously worked at PMI, Barclays Bank, Standard Chartered Bank, Citi Bank, and EFU-General Insurance)

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INVESTIGATIONS – A PRACTICAL APPROACH

GOVERNANCE OF INVESTIGATION MECHANISM

- I. Governance Policies & Procedures for Investigation
- II. Definition of investigation
- III. Structure of Investigation Department
- IV. Fundamental principles of investigation
- V. Role and Responsibilities
- VI. Cycle of Investigation
- VII. Key rules for conducting an investigation.
- VIII. Overview of “ISO-37008 standards on investigations”
- IX. Types of misconduct usually subject to investigation at corporations, e.g.
 - Occupational Fraud and Abuse Classification System
 - Theft of data and intellectual property
 - Bribery, grease payments, gifts & entertainment breaches
 - Private use of company resources, human rights, child labor, forced labor
 - Confidentiality Breach, Privacy Breach, competition information
 - Harassment including sexual harassment
 - Password sharing

INVESTIGATION TECHNIQUES

- I. Interview Theory and Application
- II. Types of Evidence including collection and storage practices/standard
- III. Data Analysis and Reporting Tools
- IV. Digital Forensic
- V. Sources of Information

STAGES OF INVESTIGATION

PLANNING PHASE:

- I. Determination of subject matter of investigation.
- II. Initial assessment report identifying nature, risks, extent & impact and the nature, scope and objective of the investigation.
- III. Setting up plan for investigation including who is to be involved in the investigation.
- IV. Resource Planning and need to align with Legal and HR department.
- V. Develop confidentiality matrix for the investigation.

EXECUTION PHASE:

- I. Conducting interviews and documents examination
- II. Gathering evidence and limitation in the context of workplace employment contracts AND Dots matching
- III. Summarizing findings and drawing conclusion

REPORT WRITING

- I. Object of report writing
- II. Report writing principles/rules
- III. How to Write Reports
- IV. Formats for writing reports (one size doesn't fit all)
- V. Practice writing reports