



CORPORATE INVESTIGATION & REPORT WRITING

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.



Program Trainer

**JEHANZEB
RAOOF**

CFE, CCEP-I, FCA
Head of Ethics (Executive Director) | Easypaisa Digital Bank

Jehanzeb Raof (CFE, CCEP-I, FCA) is a seasoned investigator having 14 years of investigation experience and has 20 years of total experience leading investigations within and outside Pakistan. His experience with Standard Chartered, Barclays, Citi, Philip Morris International, EFU and currently at Easypaisa Digital Bank as Head of Ethics sets him apart as an authentic trainer. He holds proven track record of turning the table in terms of ethics and compliance culture.

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



Date:
11th July 2026



Venue:
Hotel One, Islamabad



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INVESTIGATIONS – A PRACTICAL APPROACH

Governance of Investigation Mechanisms

- Governance Policies & Procedures for Investigation
- Definition of investigation
- Structure of Investigation Department
- Fundamental principles of investigation
- Role and Responsibilities
- Cycle of Investigation
- Key rules for conducting an investigation.
- Overview of “ISO-37008 standards on investigations”
- 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

- Interview Theory and Application
- Types of Evidence including collection and storage practices/standard
- Data Analysis and Reporting Tools
- Digital Forensic
- Sources of Information

Stages of Investigation

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

Execution Phase:

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

Report Writing

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

