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accounting 101, accounting overview,

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basics, and best practices Corporate Internal Investigations Best Practices also cover best practices in witness interviews, reflections on the corporate attorney-client privilege, representation issues in internal investigations, joint defense agreements, the effective use of experts, the growing prevalence of

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global corporate investigations, and protecting a company's interests after self-disclosure.

~~Corporate internal investigations best practices, pitfalls ...~~

Best Practices for Corporate Internal Investigations. By now, the concept of

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Upjohn warnings should be familiar to any counsel, whether in-house or external, who represents a corporation's interests in an internal investigation. In a nutshell, an Upjohn warning is derived from the Supreme Court decision in *Upjohn v.*

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~~Best Practices for Corporate Internal Investigations~~

Corporate Internal Investigations Best Practices February 23, 2017 An estimated 93% of all data created by corporations is in the electronic format. Subsequently, the number of sanctions levied against parties who

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Improperly handle electronic evidence continues to increase.

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Corporate Internal Investigations: Best Practices. By Bryan Daly, Christopher Hale & Melissa Eaves on February 25,

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2014. Posted in Internal Investigations.

A CEO receives an anonymous call claiming that someone is stealing company trade secrets or that an employee is taking kickbacks from a vendor. A GC gets a call from the HR director who has an employee accusing the company of submitting

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false bills to a government agency.

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Best Practices Avoid sanctions & risks by following these 11 best practices for internal investigations: 1 Identify trigger events Identify external contacts 2

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Practices

- 3 Identify internal contacts & roles
- 4 Have an investigation plan
- 5 Document entire your process
- 6 Document your chain of custody
- 7 Avoid evidence spoliation
- 8 Collaborate with external expertise
- 9 Preserve the entire workstation
- 10 Use forensic expertise & tools
- 11 Be prepared to testify

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Here are 11 best practices that should be followed when planning and conducting an internal investigation.

Internal Investigations Best Practices

1. Identify trigger events. Identify your

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Specific trigger events. This would be anything that would cause you to take action from a legal, compliance or investigative standpoint.

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The materials in this collection, written

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by the partners and associates within the Firm's Corporate Criminal Investigations Practice, describe different aspects of our practice as related to corporate internal investigations. The materials cover best practices in witness interviews, reflections on the corporate attorney-

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client privilege, representation issues in internal investigations, joint defense agreements, the effective use of experts, the growing prevalence of global corporate ...

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Corporate Internal Investigations: Best Practices By Bryan Daly, Christopher Hale and Melissa Eaves on February 27, 2014 Posted in Investigations and Enforcement A CEO receives an anonymous call claiming that someone is stealing company trade secrets or that an employee is taking kickbacks

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~~Corporate Internal Investigations: Best Practices ...~~

Best Practices For Corporate Internal Investigations Law360, New York (March 11, 2014, 6:36 PM ET)-- A CEO receives an anonymous call

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claiming that someone is stealing company trade secrets or that an employee is taking kickbacks from a vendor. A general counsel gets a call from the human resources director who has an employee accusing the

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DOJ on Best Practices DOJ “will not tell a company how it should conduct an investigation.” In connection with evaluating a company’s efforts, however, the AAG says that the Department “ha [s] seen some ‘best practices’ with regard to internal

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~~DOJ Provides “Best Practices” for Corporate Internal ...~~

First, in the preliminary statement to the witness, the investigator must make it clear that he represents the company and not the employee. The

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purpose of the investigation should be described (i.e., to obtain factual information in order to provide the company with legal advice). The attorney-client privilege and work product doctrines should be explained in layman's terms and the employee informed that under certain

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Circumstances, federal rules impose an obligation on the company to ...

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investigation will address uncovering the facts relating to the investigation. – Be sure to identify all players involved

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Practices in the problematic conduct (e.g., executives, employees, third-party agents, and/or other business partners). – Be sure to identify internal control deficiencies that may have contributed to problematic conduct.

~~INTERNAL INVESTIGATIONS: BEST~~

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Corporate Internal Investigations: Best Practices A CEO receives an anonymous call claiming that someone is stealing company trade secrets or that an employee is taking kickbacks from a vendor. A GC gets a call from the HR director who has an employee

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accusing the company of submitting false bills to a government agency.

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~~Practices~~ that under certain
circumstances, federal rules impose
an obligation on the company to ...

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BEST PRACTICES FOR INTERNAL
INVESTIGATIONS. On May 19, 2015,

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Assistant Attorney General Leslie Caldwell, the leader of the Department of Justice's ("DOJ") Criminal Division, gave a speech offering companies "best practices" guidance for corporate internal investigations.

~~Best Practices for Internal~~

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~~Investigations | The McDonald ...~~

Preserve All Potentially Relevant Data
– Documents, Devices and Testimony.
Document and data preservation is a
vital... Interview Witness At The Right
Time. Companies need to be
thoughtful about the appropriate timing
of witness interviews. Consider

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Practices
Whether To Voluntarily Disclose.
Deciding whether ...

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There is a wide range of practices on
this score among companies (with
some companies even including an

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ombudsperson function in the mix), and many opinions on “best practices.” However, no matter how the functions are organized, the consensus “best practice” is to ensure that roles are clearly articulated and scrupulously adhered to.

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~~CORPORATE INTERNAL INVESTIGATIONS~~

Written by former federal prosecutors and experienced defense attorneys across the Firm's 37 offices, this guidebook will serve as reference materials for corporate clients facing key decisions on how and when to

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internal investigations.

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In connection with evaluating a company's efforts, however, the AAG says that the Department "ha[s] seen some 'best practices' with regard to

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1 Assistant Attorney General Leslie R. Caldwell Delivers Remarks at the Compliance Week Conference, Washington, D.C. (Tuesday, May 19, 2015) (“May 19 speech”). 2 May 19 speech. 3