

HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE RELATIONS: COOPERATION IN INTERNAL INVESTIGATIONS



Cooperation in Internal Investigations

CITATION REFERENCE

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VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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Policy Statement

To ensure that the employees of the University System of Georgia are informed of their responsibility to participate in investigative activities.

An employee of the University System of Georgia shall cooperate to the fullest extent possible in any internal investigation conducted by the Board of Regents or any institution thereof when directed to do so by persons who have been given investigative authority by the President of the institution.

Applicability

All employees and units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.

Suggested Process and Procedures

Note: Institutions may determine their own procedures.

An employee of the University System of Georgia shall cooperate to the fullest extent possible in any internal investigation conducted by their employment unit when directed to do so by persons who have been given the investigative authority by the President of the institution.

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Failure to cooperate fully shall be grounds for adverse action, including possible termination of employment.

In conducting an Internal Investigation, the investigator will notify only the appropriate administrators or individuals with a need to know. In addition to acting in the best interest of the institution, the investigator must assure that the investigation provides for due process.

Once a complaint or allegation is received, the investigator should notify the accused as soon as practical. The time frame of the notification will vary depending on the necessity to gather and/or clarify facts prior to the accused being approached. Additionally, the notification could be delayed in order to protect everyone involved, evidence, etc.

The accused should be given an opportunity to present their position relating to the allegation(s). At times, it may be necessary for this to occur in more than one sitting.

The investigator should gather as many facts and other forms of evidence as will allow the investigator to make a reasonable conclusion regarding the allegation(s).

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Ensure compliance with policy.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Provide advice and guidance to campus officials regarding this policy; coordinate with the office of legal affairs as necessary regarding use of and updates to policy. Ensure compliance with policy and consistent application.	See University System HR Officer Listing at HR Officer Listing
Institution Chief Public Safety Officer	Ensure compliance with policy and consistent application.	Refer to institution directory
Institution Chief Internal Audit Officer	Ensure compliance with policy and consistent application.	Refer to institution directory
Institution AA/EEO	Ensure compliance with policy and consistent application.	Refer to institution directory
Institution Legal Affairs	Ensure compliance with policy and consistent application.	Refer to institution directory

Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual Section 8](#)

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Related Documents and Resources (External)

- [Office of Federal Contract Compliance Programs \(OFCCP\) website](#)
- [U.S. Equal Employment Opportunity Commission \(EEOC\) Atlanta website](#)
- [U.S. Equal Employment Opportunity Commission \(EEOC\) website](#)

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