CONDUCTING COMPLIANCE INVESTIGATIONS

February 23–24, 2022 • Virtual, CST

GAIN THE TOOLS YOU NEED TO BECOME A BETTER INVESTIGATOR

Get guidance from experienced practitioners on the core principles of conducting effective compliance investigations. You'll receive comprehensive instructions on planning your investigation, gathering evidence, conducting interviews, and much more.

REGISTRATION INCLUDES

One year of online access to speaker Meric Bloch's book

Register
corporatecompliance.org/2022FebruaryCCI

SCCE
Society of Corporate Compliance and Ethics

AGENDA CONDUCTING COMPLIANCE INVESTIGATIONS

This agenda is in Central Standard Time (CST)

Wednesday, February 23

10:00 – 10:05 AM CST
Intro/Opening Remarks
Meric Bloch & Al Gagne

10:05 – 11:05 AM CST
Investigation Basics
Meric Bloch

- Ethics, fairness, and confidentiality
- Evidence and burdens of proof
- Attorney-client privilege

11:05 – 11:25 AM CST
Break

11:25 AM – 12:45 PM CST
Planning the Investigation
Meric Bloch & Al Gagne

- Assessing the initial report
- Determining whether an investigations is needed
- Developing an investigation strategy and plan

12:45 – 1:05 PM CST
Break

1:05 – 2:05 PM CST
Gathering Evidence & Documentation Issues
Al Gagne

- Getting the paper and record trail in order
- Utilizing and managing relevant documents
- Developing and using standard policies, procedures, and forms for investigations

Thursday, February 24

10:00 – 10:05 AM CST
Opening Remarks
Meric Bloch & Al Gagne

10:05 – 11:25 AM CST
Conducting Interviews
Meric Bloch

- Preparing for interviews
- Types of questions & assessing credibility
- Tips for effective interviewing

11:25 – 11:45 AM CST
Break

11:45 AM – 12:45 PM CST
Reporting Results
Al Gagne

- Key elements of a good report
- Practical tips for report-writing
- Reporting to management, the board, and third parties

12:45 – 1:05 PM CST
Break

1:05 – 2:05 PM CST
After the Investigation
Meric Bloch & Al Gagne

- Identifying and fixing internal control issues and other problems
- Remediation plans
- Lessons learned from the investigation

About our faculty

Meric Bloch, JD, CCEP-F, CFE, PCI
Vice President, Global Investigations, Booking Holdings Inc.

Meric has been an ethics and compliance officer for both publicly traded and non-profit organizations. He has personally conducted more than 400 internal investigations and has trained thousands of HR and compliance professionals to conduct investigations.

Albert Gagne, MBA, CCEP
Former Director, Ethics & Compliance, Textron Systems Corporation *(retired)*

Al has more than 35 years of defense industry ethics and compliance experience. Prior to retirement, Al was responsible for assessing legal and compliance risks, and developing and implementing ethics and compliance education programs for more than 5,000 employees around the globe.

Conducting Compliance Investigations

February 23–24, 2022 • Virtual • Central Standard Time (CST)

SECTION 1 Attendee Information

○ Mr ○ Mrs ○ Ms ○ Dr ○ Other _____ Member/Account ID (if known/applicable) _____

First Name _____ MI _____ Last Name _____

Credentials (CHC, CCEP, etc.) _____ Job Title _____

Organization (name of employer) _____

Street Address _____ City/Town _____

State/Province _____ Zip/Postal Code _____ Country _____

Work Phone _____ Email (required) _____

SECTION 2 Registration

Options

☐	Member	$399
☐	Non-Member	$499
☐	Registration + First-Time Membership Offer*	$619

*Save by joining today (first-time members only). Dues renew at $325. See "Acknowledgements" below for details.

Group Discount

☐	Group Discount for 3 or More**	($25)
☐	Group Discount for 10 or More**	($40)

**See "Group Discount Policy" under "Acknowledgments" below for details.

TOTAL $ _____

SCCE Membership: By selecting the Registration + First-Time Membership Offer, you agree to the full membership Terms and Conditions, including the use of your information, viewable at corporatecompliance.org/membership/tandc. To see the full use of your information or if you wish to opt-out, visit corporatecompliance.org/privacy.

Opt-Out: Select if you would like to opt-out of the following:

☐ Member Magazine Listing: SCCE lists all new members (first and last name, organization, and state or country) in our monthly magazine, *Compliance & Ethics Professional® (CEP)*.

☐ Online Member Directory: SCCE's member directory lists first and last name, organization, title, address, and phone number.

SECTION 3 Payment

Online registration at corporatecompliance.org/2022FebruaryCCI

Mail to SCCE, 6462 City West Parkway, Eden Prairie, MN 55344 USA **Fax** to +1 952.988.0146

Email to helpteam@corporatecompliance.org — Due to PCI compliance, do not provide credit card information via email. Email this form without credit card information, then call SCCE at +1 952.933.4977 or 888.277.4977 with your payment.

☐ Invoice me
☐ Check enclosed (payable to SCCE)
☐ Wire transfer requested
☐ I authorize SCCE to charge my credit card: ○ Visa ○ MasterCard ○ Discover ○ American Express

Credit Card Account Number _____ Expiration Date _____

Cardholder Name _____ Cardholder Signature _____

SECTION 4 Acknowledgements

By registering for this event, you agree to the full event Terms and Conditions, viewable at corporatecompliance.org/conference/tandc, including the use of your information that may be shared with conference exhibitors, attendees, speakers, affiliates, and partners for promotional and/or networking purposes. To see the full use of your information or if you wish to opt-out, visit corporatecompliance.org/privacy.

This virtual event registration form allows only the registered attendee to stream, participate, and earn CEUs for the event. If a second person would like to join, they must register themselves and have their own unique login to participate. No audio or video recording by attendees is allowed.

Group Discount Policy: Registration forms must be sent together to ensure that the discount is applied. The group discount is not available through online registration. Note that discounts will not be applied retroactively if more registrants are added at a later date, but new registrants will receive the group discount.

New Members: By selecting the Registration + First-Time Membership Offer, you agree to the full membership Terms and Conditions, including the use of your information, viewable at corporatecompliance.org/membership/tandc.

Photo/Video Release: By registering for this event, you grant SCCE, or anyone authorized by SCCE, the right to use or publish in print or electronic format, any photographs or video containing your image or likeness for educational, news, or promotional purposes, without compensation.

Conducting Compliance Investigations

February 23–24, 2022 • Virtual • Central Standard Time (CST)

Frequently Asked Questions

How will I access this event the day the workshop begins?

Before the event starts, you will receive an access email with links to the virtual platform and additional conference information such as the presentations. The email goes out 1–3 days prior to the event start date and is sent to the primary email address on your account. Please be sure to check your spam folder.

What is included in the cost of my attendance?

Virtual access to the sessions, access to any supplemental conference materials, and networking opportunities.

What software is required to attend this event?

We use a variety of platforms based on the needs of each conference, but they are all web-based platforms and require a strong and stable internet connection. We highly recommend testing the platform once the access email is received to confirm you can access the platform, view the video player, and utilize the chat feature. Occasionally, those who access these digital platforms over a VPN can experience technical difficulties. Zoom will be utilized for small group discussions at applicable events, but downloading Zoom is not necessary, as they have a web-based version as well.

Can my co-workers listen in with me using screensharing or sitting together in the same room?

No, each individual who would like to participate in the conference needs to complete and submit an individual registration form. We do offer group discounts; please see our group discount options below.

Will I receive a recording of this conference?

No. Registered attendees must participate in this event in real time as recordings are not available for any missed sessions. No audio or video recording by attendees is allowed.

Is there a group discount, and if so, what is it?

Yes, we offer discounts for groups of three or more from the same organization for all our live in-person and virtual events (excluding webinars). Please send all group registration forms together to helpteam@corporatecompliance.org for processing. A separate registration form is required for each registrant. The group discount is NOT available through online registration. Note that discounts will not be applied retroactively if more registrants are added at a later date, but new registrants will receive the group discount. For groups of 10 or more, please call +1 952.933.4977 or 888.277.4977 or email helpteam@corporatecompliance.org.

What do I get with "Registration + First-Time Membership?"

If you've never been an SCCE member, you can register as a First-Time Member. This gives you SCCE membership at a discounted rate for your first year. You also receive the member rate for the conference. As a member you receive all SCCE member benefits (discounts, *Compliance & Ethics Professional® (CEP)* monthly magazine, *Ethikos®* digital quarterly newsletter, member-exclusive webinars, and more). A full list of benefits can be viewed at corporatecompliance.org/membership. Your membership will begin once payment is received.

How do I use the credit on my account for this event?

You can complete the registration online and select the "Invoice Me" payment option at checkout. Once you receive your confirmation, email helpteam@corporatecompliance.org or call +1 952.933.4977 or 888.277.4977 to request your credit be applied toward the registration fee.

Can I get the member rate if I am an HCCA member instead of SCCE or vice versa?

Yes. As a member of SCCE or HCCA, you can receive the membership discount for both organizations' conferences; however, this cannot be done online. Please send your registration form via email to helpteam@corporatecompliance.org to complete your registration.

How can I cancel my registration?

If you need to cancel your participation (or send a substitute), your request must be submitted by email to helpteam@corporatecompliance.org. A conference credit will be issued for all registration fees paid (minus any cancellation fee) and will expire 12 months from the date of the original canceled event. Conference credits will not be issued if you do not attend the event and have not requested cancellation prior to the event start date. If sending a substitute, an additional fee may apply depending upon the membership status of the substitute.

Who can I notify of special needs or concerns prior to the event?

Please call SCCE at +1 952.933.4977 or 888.277.4977 or email helpteam@corporatecompliance.org if you have a special need and/or require an accommodation to participate.

Continuing Education

Can I earn continuing education units (CEUs) for attending this conference?

Yes. This conference offers live Compliance Certification Board (CCB)® continuing education units (CEUs) for participation as well as other external credit types. For those attendees seeking external credit types, you must participate in the conference using the online virtual conference format (not just using the dial in) for attendance monitoring purposes.

To see the most up-to-date CEU approval information, go to SCCE's website, corporatecompliance.org/all-conferences, choose this conference, and then select the Continuing Education option on the left-hand menu.

How many CEUs will I earn from attending?

CEUs are assessed based on actual attendance and credit type requested. Should the overall number of education hours you attend or that the conference offers decrease or increase, the maximum number of CEUs available will be changed accordingly.

How do I request CEUs following this conference?

Following this conference, you will be provided the Application for Continuing Education Units (CEUs). To receive CEUs, you must submit this completed application following the conference to ccb@compliancecertification.org. Only registered attendees are eligible to request CEUs for participation.

When will I receive my CEU certificate for participation?

Once your completed Application for Continuing Education Units (CEUs) has been received by our staff, your CEU account will be updated within 2–4 weeks. To view your CCB CEUs and access your certificate, you can log in to your online to your corporatecompliance.org account, go to your Account Dashboard, and scroll down to View My CEUs.

I would like to sit for one of the Compliance Certification Board (CCB)® exams following this conference; will I qualify?

In order to qualify for a CCB certification exam, you must review the applicable Candidate Handbook found at corporatecompliance.org/candidate-handbooks to ensure you meet the CEU requirement as well as the work experience requirement.

I have reviewed the Candidate Handbook and want to apply for the exam as soon as the conference concludes; what's next?

Immediately following the conclusion of the conference, if you have reviewed your Candidate Handbook, submitted your Application for Continuing Education Units (CEUs), and confirmed you will meet the CEU requirements, you can go ahead and apply online for your exam at corporatecompliance.org/apply-exam.

Can I take my exam remotely?

Yes, CCB offers the flexibility for candidates to take their exam remotely, at a local testing site, or following certain SCCE conferences. To learn more about our various testing options, visit SCCE's website, corporatecompliance.org/exam-information.

I have more questions about exams and seeking certification; who can help me?

For more questions about CCB certifications, call to speak to a Certification Specialist at +1 952.933.4977 or 888.277.4977 or email ccb@compliancecertification.org.