

إجراءات التحقيق في البلاغات والشكاوى

Procedures for investigating communications and complaints

Introduction

The importance of this course is due to the fact that the investigation is a legal tool to reach the truth. It aims to reveal the truth of the relationship between the employee accused of disciplinary action and the accusation against him, the means of collecting evidence and the preparatory stage in the disciplinary case in the event that the matter requires referral to the disciplinary courts, in addition to that It is generally used as a basis for the presidential authority's decision to propose or impose a penalty.

First, the objectives of the course

Familiarizing participants with the principles of investigation of complaints, complaints and violations

Introducing participants to the technical and legal principles for investigating administrative violations and imposing disciplinary sanctions

with interrogation methods and evidence-gathering, relevant provisions of local laws and provide them with the necessary relevant skills and abilities

Conducting investigations into labor disputes and how to prepare and write judicial memoranda

Providing participants with legal aspects and new amendments in the field of management to enable them to manage their organizations with transparency and clarity

How to apply the legal aspects of the administrative process

Course contents

Principles of Investigation Procedures for Reports and Complaints

Reporting Terms, Methods and Procedures

Protection of whistleblowers and witnesses

Examination and handling of complaints

Principles and Procedures for Investigation of Complaints

Investigation of administrative violations

The origins, procedures and steps of the investigation

Formation of investigation committees

Evidence of evidence, confrontation with the accusation and its evidence and its refutation

Hearing Procedures and Controls

Guarantees and rights of defense, prohibitions on the investigator

Conduct of the investigation

The concept of disciplinary offense and its characteristics

Disciplinary rules and related principles

Formation of investigation committees

Investigation authority, stages and procedures

Disciplinary authority, its stages and procedures

Evidence of evidence, confrontation with the accusation and its evidence and its refutation

Types of disciplinary sanctions and the conditions for their signing

Interpretation and application of the sanctions list

Terms and guarantees for employee grievance