



**COHEN KRAEMER LAW**  
— LLC —

**Workplace Investigations, Training & Consulting**



**Creating A Workplace Culture  
Where Business and Employees Thrive**

---

**01** WORKPLACE INVESTIGATIONS

---

**02** WORKPLACE TRAINING

---

**03** WORKPLACE POLICIES

---

**04** ADVICE & CONSULTING

---

**05** OUR TEAM

---

# TABLE OF CONTENTS

---



# WORKPLACE INVESTIGATIONS

## PROMPT, THOROUGH AND IMPARTIAL WORKPLACE INVESTIGATIONS

Our experienced employment attorneys are trained to conduct prompt, thorough, and impartial workplace investigations and produce professional investigative reports involving complaints of discrimination, harassment, retaliation, and other workplace misconduct and policy violations. Employers have a legal obligation to investigate complaints of harassing, discriminatory, and retaliatory conduct in the workplace and take effective remedial action to correct the behavior. To be effective, investigations and findings should be impartial and professional. As experienced employment attorneys and trained independent investigators, we understand what's at stake for your business. Our thorough and objective investigations and investigative reports can help reduce your exposure to legal damages while improving employee morale and retention so that you can get back to work.

---

# WORKPLACE TRAINING

WE BELIEVE A HEALTHY WORKPLACE INCLUDES SETTING AND UPHOLDING HIGH STANDARDS FOR ETHICAL AND CONSTRUCTIVE BEHAVIOR FOR THE BENEFIT OF ALL

---

## TRAINING MODULES

- SEXUAL HARASSMENT AWARENESS
- PREVENTING DISCRIMINATION & HARASSMENT
- ACTIVE BYSTANDER INTERVENTION
- PREVENTING BULLYING IN THE WORKPLACE
- DIVERSITY & INCLUSION IN THE WORKPLACE
- EMPLOYMENT LAW ESSENTIALS FOR MANAGERS
- WORKPLACE ACCOMMODATIONS & THE ADA
- INTERVIEWING & FAIR HIRING
- EMPLOYEE WORKPLACE DISCIPLINE TRAINING
- WORKPLACE INVESTIGATION PROCESS

---

Our employment attorneys are trained to deliver thorough, interactive, and dynamic training to put your company's policies into action and to prevent discrimination, harassment, and other problems in the workplace. Massachusetts' law strongly encourages employers to conduct education and training programs on sexual harassment for all employees on a regular basis and train managers and supervisors as to their specific responsibilities and the steps they should take to ensure immediate and corrective action in response to a complaint. At Cohen Kraemer Law, we will work with you to customize training modules based on your company's needs.

---

# WORKPLACE POLICIES

AT COHEN KRAEMER LAW, LLC, OUR POLICY DEVELOPMENT PROCESS STARTS WITH YOUR CORE VALUES AND UNIQUE BUSINESS CULTURE

## EMPLOYEE HANDBOOKS

Now more than ever, it is important to outline for employees what behavior is acceptable in the workplace and what steps they can take to thrive at your company. At Cohen Kraemer Law, we understand how important your values and culture are to your company and will work with you to develop customized policies that reflect those values and comply with the law.

## POLICIES & PROCEDURES

There are many state and federal employment laws that employers, Human Resources and management must understand and enforce in a fair and consistent manner. Let us help you develop policies for your management team to ensure compliance with the law, fair and equitable treatment of your employees and help improve workplace morale, and employee retention.



# ADVICE & CONSULTING

At Cohen Kraemer Law, LLC, we understand that your business is unique. That's why our solutions to your employment issues are tailored to your company's specific needs and goals. We work closely and collaboratively with management and human resources professionals to help resolve workplace issues before they lead to costly litigation and loss of talent. Whether you're faced with hiring and performance issues, accommodation, discrimination and leave of absence questions, or end of employment and layoff concerns, we strive to provide responsive, knowledgeable, and experienced guidance so that your business and employees can thrive.



# OUR TEAM



## COHEN KRAEMER LAW LLC

At Cohen Kraemer Law, LLC, we take compliance to the next level. Whether you are starting or scaling your business, our proactive employment law solutions start with your core values. We help you put your values into your policies and your policies into action through impartial and thorough workplace investigations, dynamic and interactive workplace training, and reliable and effective legal counseling and advice. Let our experience be your guide.



### DEBORAH COHEN

ATTORNEY

Deborah focuses her practice on conducting impartial workplace investigations and interactive training for managers and employees. She also advises and counsels employers on employment law matters, and develops employee handbooks and workplace policies. Deborah works collaboratively with employers to identify and implement best practices and achieve legal compliance with state and federal employment laws in an effort to improve employee retention and morale.



### ANDREA KRAEMER

ATTORNEY

Andrea focuses her practice on conducting workplace investigations and workplace training, developing employment policies and handbooks, and providing employment law counseling and advice. Andrea draws on her extensive employment litigation and counseling experience to help her clients create a culture that reflects their organization's core values and unique culture and avoid situations that may give rise to employment law claims.



# CONTACT US

## **COHEN KRAEMER LAW, LLC**

550 COCHITUATE ROAD

EAST WING, SUITE 25

FRAMINGHAM, MASSACHUSETTS 01701

617-717-2902

[INFO@COHENKRAEMERLAW.COM](mailto:INFO@COHENKRAEMERLAW.COM)

[WWW.COHENKRAEMERLAW.COM](http://WWW.COHENKRAEMERLAW.COM)



**COHEN KRAEMER LAW**  
LLC



## Legal Disclaimer

Material presented here is intended for information purposes only, it is not intended as legal advice, and it is not intended to create an attorney-client relationship. The content of this pamphlet is not intended but may be considered Attorney Advertising under the Rules of Professional Conduct. This pamphlet is being provided to clients of Cohen Kraemer Law, LLC or in response to a request for information, and it is not intended to solicit any person or entity.