INTEGRITY
— ADVISORY GROUP —
INTEGRITY. INSIGHT. IMPACT.

FOR LEGAL PROFESSIONALS

Attorney Partner Guide

Independent financial analysis, workplace fact-finding and neutral mediation and arbitration, working under counsel's direction.

ABOUT THIS RESOURCE

Many legal matters turn on what the records show or what actually happened in a workplace. This guide explains how Integrity Advisory Group supports counsel with documented financial analysis, independent fact-finding, and neutral mediation and arbitration, while working under counsel's direction.

INSIDE

- Litigation support and documented analysis
- Fraud and financial misconduct matters
- Independent workplace investigations
- Mediation and arbitration as a neutral
- Working with counsel and privilege

WHO IT IS FOR

Litigators, employment, family, business and nonprofit counsel, and in-house legal teams.

SECTION 1

Why Counsel Partners with IAG

Independent and objective

Fact-finding and financial analysis performed without a stake in the outcome.

Clear, documented work

Findings explained in plain language, with schedules and support showing how conclusions were reached.

Working under your direction

When counsel engages IAG, we follow counsel's direction on scope, communication and documentation.

Respect for your relationship

We communicate through counsel as agreed and respect your relationship with your client.

> **Important**
>
> IAG is not a law firm and does not provide legal advice. Legal strategy, privilege determinations and legal conclusions remain with counsel.

SECTION 2

Litigation Support & Documented Analysis

- Organizing and reviewing voluminous financial records.
- Tracing funds and transactions across accounts and entities.
- Analyzing losses and reconstructing what happened from available records.
- Helping counsel frame focused document requests and questions about financial issues.
- Preparing clear written summaries, schedules and exhibits of the analysis performed.

SECTION 3

Fraud & Financial Misconduct Matters

Matter type	How IAG can help
Business and partnership disputes	Analysis of distributions, related-party transactions and use of business funds.
Divorce and family matters	Review of business records and accounts for income or assets that may not be fully disclosed.
Employee theft and embezzlement	Investigation of how a scheme operated and documentation of the resulting loss.
Nonprofit and church matters	Review of restricted funds, leader expenses and board oversight.
Employment matters	Financial analysis where conduct concerns overlap with expense or payroll irregularities.

SECTION 4

Workplace Investigations

IAG conducts independent workplace investigations focused on fact-finding: interviewing witnesses, reviewing documents and reporting findings of fact. IAG does not give legal advice or reach legal conclusions; counsel and the client decide how findings are used.

- Complaints of harassment, discrimination or retaliation.
- Allegations against owners, executives, pastors or board members.
- Matters where internal staff have conflicts of interest.
- Situations where financial and conduct concerns overlap.

SECTION 5

Mediation & Arbitration as a Neutral

When the parties agree, IAG can serve as a neutral mediator or arbitrator for workplace, board, ministry and business partner disputes, subject to a conflict check. IAG cannot serve as a neutral in a matter where it has provided investigation or advisory services to one of the parties.

Mediation

A confidential, facilitated process where the parties reach their own agreement.

Arbitration

A private process where the arbitrator issues a decision, binding or non-binding as the parties agree.

SECTION 6

Working with Counsel & Privilege

- When counsel engages IAG, we follow counsel's direction on how work is requested, communicated, documented and shared.
- We label and route communications and work product as counsel directs.
- Whether privilege or work-product protection applies is a legal question for counsel; IAG does not make that determination.
- Discuss with your client how IAG will be engaged before work begins.

SECTION 7

What You Can Refer: Five Services

Forensic Accounting & Investigations

- Fraud & misconduct investigations
- Unexplained losses
- Litigation support

HR Investigations & HR Advisory

- Workplace investigations
- HR advisory & HR retainer
- Policy & handbook review

Mediation, Arbitration & Conflict Resolution

- Workplace disputes
- Board & ministry disputes
- Post-investigation repair

Internal Controls, Risk & Compliance

- Internal control reviews
- Fraud risk assessments
- Compliance & policy reviews

Training & Leadership Development

- Workshops & keynotes
- Executive coaching
- Compliance training

Not offered by IAG

IAG does not offer bookkeeping, payroll or tax preparation services. Our work is limited to the five service lines shown here.

SECTION 8

How to Refer

Use the secure website referral form

Visit integrityadvisorygroup.org and complete the referral form. It takes under two minutes and asks only for basic contact details and the general nature of the matter.

Or make an email introduction

With your client's permission, introduce them to jeremy@integrityadvisorygroup.org. Please do not send confidential documents by email.

> **Tip: get permission first**
>
> Let your client know you are making the referral and confirm they are comfortable being contacted. Share only what is needed to start the conversation.

SECTION 9

What Happens After You Refer: The 5-Step Process

1. **Confidential Conversation**
   We reach out within one business day to listen, understand the situation and confirm whether IAG is the right fit. There is no obligation.
2. **Written Scope & Fee**
   Before any work begins, the client receives a written engagement letter that describes the scope, approach, timeline and fees.
3. **Fact-Finding & Analysis**
   We gather and review records, conduct interviews as needed and analyze the facts objectively, with secure handling of all information.
4. **Findings & Recommendations**
   The client receives clear, documented findings and practical recommendations, explained in plain language.
5. **Follow-Through**
   We help implement improvements, train staff or support next steps, and, with client authorization, keep you informed.

SECTION 10

Professional Standards

Every engagement follows the same commitments, so you know what your client will experience.

✓ **Initial response within 1 business day**	Every referral receives prompt, personal follow-up.
✓ **Engagement letter before work begins**	Scope, approach and fees are agreed in writing first.
✓ **Secure file exchange**	Documents are shared through secure methods, never casual email attachments.
✓ **Client authorization required**	We share information with referral partners only with the client's permission.
✓ **Regular communication**	Clients know where things stand at each stage of the work.
✓ **Clear scope & pricing**	No surprises: changes in scope are discussed and agreed before they happen.

SECTION 11

Confidentiality & Security

- Information is handled on a strict need-to-know basis within IAG.
- Files are exchanged through secure methods and stored with restricted access.
- Engagement records are kept confidential and retained according to the engagement terms.
- We share client information with referral partners only with the client's authorization, except where required by law.
- Where counsel engages IAG, we follow counsel's direction on how work is requested, documented and shared.

SECTION 12

Referral Checklist

#	Before you refer	Done
1	The client knows I am referring them to Integrity Advisory Group.	☐
2	The client has agreed to be contacted.	☐
3	I have shared IAG's website or email, or submitted the secure website referral form.	☐
4	I have not sent confidential documents by email.	☐
5	I have noted any urgent deadlines (litigation, regulatory, lender or board).	☐
6	I have told the client whether I would like to be kept informed, subject to their authorization.	☐
7	I have decided whether my firm or the client will engage IAG, and how communications should be routed.	☐

SECTION 13

Frequently Asked Questions

Does IAG provide legal advice?

No. IAG is not a law firm and does not provide legal advice or legal conclusions. Those remain with counsel.

Will IAG contact my client without permission?

No. We contact a client only after they have agreed to be contacted.

Will I be kept informed?

Yes, when the client authorizes it. We agree with the client at the start what can be shared with you and when.

What if the matter is outside IAG's services?

We will say so plainly at the first conversation so the client can seek appropriate help.

Does IAG offer bookkeeping, payroll or tax preparation?

No. IAG does not offer bookkeeping, payroll or tax preparation services.

Where and when does IAG work?

Engagements are delivered virtually for clients in Illinois and California (other states by arrangement). IAG opens for client engagements in January 2028.

NEXT STEPS

How IAG Can Help

For counsel, IAG offers forensic accounting and investigations, litigation support, independent workplace investigations, and neutral mediation and arbitration. IAG is not a law firm and does not provide legal advice.

Forensic Accounting & Investigations

Independent fact-finding into suspected fraud, misconduct and unexplained losses, with clear, documented analysis and litigation support.

HR Investigations & HR Advisory

Impartial workplace investigations, HR advisory and HR retainer support, policy & handbook review, and HR compliance audits.

Mediation, Arbitration & Conflict Resolution

Neutral, confidential processes for workplace, board, ministry and business partner disputes, including post-investigation repair.

Internal Controls, Risk & Compliance

Internal control reviews, fraud risk assessments, and compliance & policy reviews that turn findings into working controls.

Training & Leadership Development

Workshops, keynotes, executive coaching and compliance training that build ethical, capable leaders and teams.

Serving Illinois & California

Engagements are delivered through secure virtual meetings. Other states by arrangement.

Schedule a confidential consultation at integrityadvisorygroup.org

Start with a confidential conversation about your situation. We will listen, clarify what you need and explain options before any work begins.

Email: jeremy@integrityadvisorygroup.org **Meetings:** Virtual **Service area:** Illinois & California (other states by arrangement)

Integrity Advisory Group opens for client engagements in January 2028.

Disclaimer. This resource provides general educational information only. It is not legal, accounting, tax or other professional advice, and it does not create a client relationship. Laws and requirements vary by state, industry and organization and change over time; consult qualified legal counsel or other advisors about your specific situation.