
Linklaters



Linklaters
Dawn Raid

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What is your role?

- ☐ Front of House (Receptionist / Security)
- ☐ Admin support
- ☐ Business team
- ☐ In-house lawyer
- ☐ IT
- ☐ PR and Internal communications
- ☐ Senior Management
- ☐ Shadower

Need help? Call Linklaters

**We are available 24 hours on
(+44) 2074565055**

OPTIONAL

- ☐ What to do now: Step-by-Step Checklist - first 30 minutes
- ☐ Key Do's and Don'ts to ensure Compliance
- ☐ What to do next: Step-by-Step Checklist - what do to until your Linklaters team arrives
- ☐ Questions you may be asked
- ☐ End of the day: Step-by-Step Checklist [Premium Content]

What to do now: step by step checklist

Complete the actions on this checklist as quickly as possible. If you have questions or are unsure, contact the in-house lawyer.

Tick off all of the boxes below in order to confirm completion.

Key rules

1. Do not talk to the inspectors unnecessarily (but do be polite).
2. Do not tell anyone about the inspection (except the people named below).
3. Do not try and stop the inspectors if they insist on entering the offices or talking to people.

OPTIONAL

☐

I have read and understood the three key rules.

OPTIONAL

☐

Ask for the inspectors' warrant(s) and ID:

Confirm which authority is conducting the raid – this will be written on the warrant(s) or ask the inspectors.

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Do's and Don'ts

1. Do co-operate with the inspectors.

Co-operate with the inspectors, including providing access to IT systems and offices, making people available and replying to questions. However, where inspectors do not have a warrant, the duty to cooperate does not mean you need to agree to them entering your home or searching your car, as they do not have the power to do this without a warrant.

2. Don't obstruct or mislead the inspectors.

Do not refuse to supply information, documents or answers to questions (subject to legal limits on inspector powers). This can result in significant penalties for the company and disciplinary action for you and could be a criminal offence.

3. Don't destroy or delete any document or electronic data including voicemails / text messages.

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What to do next: step-by-step checklist

Click on the checkbox to mark each task as complete.

1. Notify the internal team who will respond to the inspection. Ensure they understand what they need to do. You will need:

OPTIONAL

☐ Administrative support.

[Click here for more information on the Admin support role](#)



OPTIONAL

☐ IT team led by a senior IT lead.

[Click here for more information on the IT role](#)



OPTIONAL

Shadowers – each shadower should be paired with an


☐ inspector and ensure they are accompanied at all times (can be provided by Linklaters).


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Questions you may be asked


1. What is a dawn raid and how long does it last? 


2. What are the inspectors looking for? 

3. How long will the inspectors wait? 

4. What might happen if they find evidence of wrongdoing? 




5. Who can I tell? 

6. Why do I have to co-operate? 

7. Can the inspectors look at documents that contain business secrets? 

Your Linklaters Dawn Raid team

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