



Disciplinary & Grievance

Witness Interview Statement Checklist and Templates

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Document for:

Employees



Other staff

e.g. consultants, contractors,
casual and agency staff.



Volunteers



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This document is for managers interviewing witnesses in disciplinary matters.

The pack includes :

1. Checklist
2. Witness Interview Statement Template
3. Template letter to witness following investigation interview

Introductions

- Employee name
- Date of interview
- Location of interview
- List of attendees - name and job title

Interview agenda

- Outline the purpose of the meeting and the process to be followed. Reinforce the confidential nature of this process and warn that any breaches of confidentiality may be dealt with as a separate matter under the Disciplinary Policy.
 - Confirm with interviewee that they understand the purpose and process. Invite questions/comments on his element.
- Explain the allegations against the interviewee/their colleague(s) and discuss the matter in full.
- Ask interviewee if there is anybody who should be interviewed as part of the investigation.

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Witness Interview Statement Template

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Witness Interview Statement			
Name:		Date of interview:	
Location:		Present :	
Statement Details			

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[Letter to witness following investigation interview]
[On headed notepaper of employer]

[ADDRESSEE]
[ADDRESS]

[DATE]

Dear [EMPLOYEE'S NAME],

Investigation Interview

I refer to the interview on [DATE] with myself and [DETAILS OF OTHER ATTENDEES].

I have prepared the attached statement reflecting the key information gathered during the interview.

Please check the statement for accuracy and completeness. If there are any additions or amendments that you would like to be made, then please send them to me or contact me to discuss them if you prefer.

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