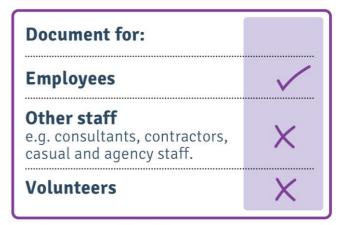


Disciplinary & Grievance

Witness Interview Statement Checklist and Templates

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

Witness Interview Statement

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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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