**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

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| --- | --- |
| NAME  ADDRESS1  ADDRESS2  ADDRESS3  POST CODE | Date: DATE  Ref No:  Direct Line: Number  Email:  Contact: NAME |

Dear ,

## Dignity at Work: Counter Claim - Respondent

I refer to your Dignity at Work Complaint Notification dated **.** Your complaint is in relation to and has been submitted under the NHS Greater Glasgow and Clyde Dignity at Work Policy**,** which is available via HR Connect on NHS GGC website alongside the policy. If you are unable to access the policy please contact me and I will ensure a copy is provided.

As you are aware, a Joint Investigation Panel (JIP) is currently investigating the dignity at work complaint made against you by . I have now instructed the JIP to also consider your complaint and to investigate the allegations in line with the aforementioned NHS Greater Glasgow and Clyde Dignity at Work policy. On completion of the investigation the JIP will be required to submit two investigation reports, which you will have the opportunity to review and comment on.

Possible outcomes following the investigation include:

* No evidence of bullying found, no interventions recommended;
* No evidence of bullying found, however the matter requires consideration for a suitable development intervention such as training, mentoring or coaching;
* Evidence supports allegations of bullying

The JIP chair will write to you in due course to confirm arrangements to meet with you as necessary.

As you are already aware while the investigation is carried out I have arranged **[if applicable:]** for alternative working arrangements to be put in place whereby you and your colleague will be based in different sites.

As previously mentioned, given the sensitive nature of this investigation, you should refrain from discussing this issue with other colleagues.

**[If applicable:** A management referral has been made to Occupational Health Service for you. **OR** You may also wish to access support from our Occupational Health Service, including counselling while this process is underway. If so, the telephone number is0141 201 0600.**[If applicable:** You may also wish to access further support through.

In the meantime, if you have any queries please do not hesitate to contact me on .

Yours sincerely,

Cc: