**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

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

Dear [Insert Name Of Respondent],

## Dignity at Work: Outcome Meeting - Respondent

I refer to [Insert Name Of Complainant] Dignity at Work Complaint Notification dated . As you are aware, I appointed a joint investigation panel (JIP) to undertake an investigation into this complaint.

I write to confirm that the JIP have now completed their investigation and have submitted their final report to me. In line with the NHS Greater Glasgow and Clyde Dignity at Work Policy I have met with the chair of the JIP who has outlined the report to me. The JIP have concluded that there is:

**[Delete as appropriate]**

* 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 allegation of bullying

Having fully considered the JIP report and having sought clarity from the JIP chair, I have accepted the conclusion and recommendations**.** As a result of this, .

It is my intention to meet with you on at in to discuss my decision. I will be supported by [Insert Name Of HR Representative Supporting Commissioning Manager]. You may be represented at this meeting by a Trade Union/Professional Organisation representative or, accompanied by a fellow member of staff or, a friend or, a relative not acting in a legal capacity. I would be grateful if you could advise if you will be accompanied, and by whom, in advance of the meeting.

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

Yours sincerely,