|  |  |  |
| --- | --- | --- |
| Investigation Interview with: | Name |  |
|  |  |  |
| Date: | Date |  |
| Venue: | Venue |  |
| Present: | Staff member's name | Job Title |
|  | Representative's name | Title / Organisation |
| Investigating Officer: | Name | Job Title |
| Staff side Representative: | Name | Job Title |
| HR Representative: | Name | Job Title |
|  |  |  |

Staff member's initials received the letter regarding the investigation.

The letter advised of their right to be accompanied. Staff member's initials chose to attend accompanied by Representative's initials / chose to attend unaccompanied **(delete as appropriate)**

Staff member's initials was advised that the purpose of the meeting was to formally investigate details of allegation/s per commissioning manager's letter. It was explained the investigation would take place in line with the NHSGGC Dignity at Work Policy and Procedure.

Staff member's initials was advised that their statement (if provided) would be referred to and they would be asked to elaborate on this or be asked further questions. A note of the meeting would be taken and a copy of the note would be sent to them to verify that it was an accurate account of the meeting.

Staff member's initials was advised this information and any other information gathered will be included as part of a Joint Investigation Report. The final report will be shared with the complainant and respondent and will be submitted to the manager who commissioned the investigation.

Staff member's initials was advised this matter is private and confidential and should only be discussed with the Investigating Team and their representative, if applicable.

The interview then commenced:

|  |  |
| --- | --- |
| **Initials** | **Question** |
| Initials | Answer |
| **Initials** | **Question** |
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| **Initials** | **Question** |
| Initials | Answer |
| **Initials** | **Question** |
| Initials | Answer |

*( use tab key to insert additional rows )*

END OF INTERVIEW

I agree this is an accurate account of the Investigatory Interview that took place on

Date of meeting**.**

Signed:………………………………………………………. Date: ……………………

Print Name: ….………………………………………………………………………………