

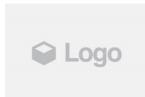
Investigation Script		
Driver/ Colleague Name:		
Payroll Number:		
Department/location:		
Meeting date:		
Meeting location:		
Meeting start time:		
Meeting finish time:		
Adjournments:		
Investigation Manager's name, job title:		
Introduction:		
My name is		
You can adjourn the meeting at any time if you feel that you'd like to a take a break.		
These notes will be included in the investigation pack and may be referred to at times during my investigation and any subsequent process.		
Do you have any questions before I start with the investigation?		
[Use additional sheet if required]		
You're here today for an investigation meeting. The purpose of this meeting is to:		
I've read these notes and have been able to add or alter them as I wish. I confirm that they're a true and accurate reflection of the meeting.		
Manager's signature Colleague's signature		



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a)	Investigate an incident of					
b)	Discuss the allegation that you have					
c)	Discuss allegations that have been made, and it's thought that you'll be able to help in					
U)	gathering some information					
٦١/						
d)	Discuss a grievance that has been raised against you					
e)	Discuss a grievance that has recently been raised, and it's thought that you will be able					
	to help in gathering some information					
f)	Discuss an investigation into an appeal, and it is thought that you will be able to help					
•	in gathering some information					
Marinal	a is to appropriate any actions that one the county to be relevant to the investigation. But					
-	e is to ask you some questions that are thought to be relevant to the investigation. I'm					
	with the sole purpose of gathering information. After I've asked all the questions that I					
think a	are relevant, I'll ask you if there is anything that you wish to add or if you have any					
outsta	nding questions.					
I would	d ask that you keep this investigation meeting confidential and do not discuss it with any					
collea	· · · · · · · · · · · · · · · · · · ·					
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I've rea	d these notes and have been able to add or alter them as I wish. I confirm that they're a true and accurate					
reflection	reflection of the meeting.					
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Colleague's signature

Manager's signature



Initials	

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Initials	

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Manager's signature	Colleague's signature			
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