



Investigation Script

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 **[Name]**, **[Job Title]**. I'll be conducting an investigation meeting and I'm accompanied by **[Name]**, **[Job Title]**. **[Name]** will take notes of the meeting and you'll be given the opportunity to read those notes and to make any amendments necessary. I may ask you or the note taker may ask you to slow down the pace of the meeting to enable the notes to be taken accurately.

You can adjourn the meeting at any time if you feel that you'd like to 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



Investigation Script

- 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 gathering some information
- 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

My role is to ask you some questions that are thought to be relevant to the investigation. I'm here with the sole purpose of gathering information. After I've asked all the questions that I think are relevant, I'll ask you if there is anything that you wish to add or if you have any outstanding questions.

I would ask that you keep this investigation meeting confidential and do not discuss it with any colleagues.

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



Investigation Script

[illegible]

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



Investigation Script

[illegible]

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