

Suspension Script

Suspension Script

Driver / Colleague name:

Payroll Number:

**Suspending Manager name,
job title and Payroll Number:**

Date:

Location:

Inform the colleague:

It's necessary to suspend you. The reason for this is because **(tick as appropriate)**:

- ☐ There is an allegation of gross misconduct.
- ☐ There is an allegation of bullying, harassment or discrimination.
- ☐ There's reason to believe that you might influence or interfere with the investigation if you stay at work.
- ☐ There's reason to believe that you might put yourself, colleagues, the company's interests, property, customers or other visitors at risk.
- ☐ Relationships in the workplace have broken down or might break down if you stay at work.
- ☐ Failure to meet the requirements of your role, specifically failing the CPC competency. The allegation is very serious and does potentially constitute gross misconduct

Explain what the allegation is (if appropriate):

An allegation of:

.....

Suspension Script

.....

has been made against you. The allegation is very serious and does potentially constitute gross misconduct.

Whilst suspended from work, you'll receive your normal pay. During suspension you should not:

- Access any of the Company's e-mail or other IT systems.
- Contact your colleagues, customers, contractors or suppliers without authorisation.
- Visit any of our business premises, unless you've permission to do so, or attend any social events organised by us, our customers or suppliers.

If you need to make contact with someone from work, you should contact**[Name]**, for approval.

During suspension, you're required to make yourself available during your normal working hours to attend any investigatory meetings which might be arranged.

I'd like to emphasise that this isn't a disciplinary sanction, an outcome hasn't been decided and your suspension will be no longer than is necessary.

If you repeatedly fail to attend an investigation and/or disciplinary meeting without good reason or without making contact to explain your absence, the absence will be treated as unauthorised and unpaid until you provide a satisfactory explanation.

You'll receive a letter confirming your suspension and**[Name]** will keep you regularly updated during this time.

Suspension Script

Do you understand what I have just explained to you?

.....

Do you have any questions?

.....

.....

Do you have any personal property that you wish to take with you? If so, can I please ask that you get this now?

.....

I've read this script and have been able to add or alter it as I wish. I confirm that this is a true and accurate reflection of the conversation.

Suspending Manager's signature

Date

Colleague's signature

Date