

Investigation Interview & Statement Template

| | |
|------------------|--|
| Employee Name: | |
| Support Person: | |
| Date: | |
| Employer/s Name: | |

Introductory Script for Complainant **(delete this section if not applicable)**

Hi [Name]. As I mentioned my name is [Name] and I am a [Position] with [Company].

I am an impartial investigator who has been appointed to conduct an independent investigation on behalf of [Client Name]. I have been engaged to investigate the formal complaint you have lodged.

The purpose of this interview is to provide you with an opportunity to let me know any information that you consider relevant to the issues being investigated. You can do this verbally today and if you would like to you can also provide any other documentary evidence or material that you would like considered.

The information you provide me must be true and correct to the best of your knowledge and belief.

The information provided in this interview shall be kept confidential and only discussed as required, this may include parts of or all of a statement to another person so that they can respond.

My role as an investigator is to gather the evidence at this point. My role is not to agree or disagree with what you say and there will not be any findings or decisions made in our meeting today.

I will be documenting the detail of our discussion by typed notes as we go. I apologise in advance if I don't make eye contact as you are talking, I will be concentrating on capturing what you are saying. I also want to make it clear that if I do smile or nod, it will be to encourage you to keep talking, and that this isn't to indicate that I am agreeing or disagreeing with what you are saying.

[Delete if no support person is present] The role of your support person here today is not to represent you or to answer questions on your behalf. The information provided must be from yourself, in your own words and as you recall.

I would also like to take this opportunity to let you know that it is very important to maintain confidentiality regarding these matters. I would ask that you don't discuss this matter with any other person involved in the investigation or any third parties (other than for the purposes of seeking independent advice).

[Delete if statement is not going to be prepared] At the conclusion of this interview, you will be asked to read this document and initial each page and sign to verify that the information is a true reflection of the information provided during this interview.

Do you agree that I have told you that this interview will be documented via typed notes?

Do you understand that any answers you may give in relation to the questions I ask in this interview may be used in determining whether or not the complaints made are substantiated?

Employee Initials _____

Witness Initials _____

Are you happy to proceed with the interview? I will start by asking some basic housekeeping questions.

Introductory Script for Respondent (delete this section if not applicable)

Hi [Name]. As I mentioned my name is [Name] and I am a [Position] with [Company].

I am an impartial investigator who has been appointed to conduct an independent investigation on behalf of [Client Name]. I have been engaged to investigate a formal complaint lodged by [Complainant Name] which contains complaints which have been made by [Complainant Name] against you. It is important to note that these complaints, if substantiated, may amount to workplace bullying as defined in the [Client Name] [Insert relevant policy] and the Fair Work Act 2009.

I will provide you with the details of these matters as we progress in order to ensure that you have an opportunity to respond to them. I may then ask some further clarification questions. Please let me know if you require further information in order to be able to respond properly.

As I have said, the purpose of this interview is to provide you with an opportunity to respond to the complaints and also to provide you with an opportunity to let us know any information that you consider relevant to the issues being investigated. You can do this verbally today and if you would like to you can also provide any other documentary evidence or material that you would like considered.

The information you provide me must be true and correct to the best of your knowledge and belief.

The information provided in this interview shall be kept confidential and only discussed as required, this may include parts of or all of a statement to another person so that they can respond.

My role as an investigator is to gather the evidence at this point. My role is not to agree or disagree with what you say and there will not be any findings or decisions made in our meeting today.

I will be documenting the detail of our discussion by typed notes as we go. I apologise in advance if I don't make eye contact as you are talking, I will be concentrating on capturing what you are saying. I also want to make it clear that if I do smile or nod, it will be to encourage you to keep talking, and that this isn't to indicate that I am agreeing or disagreeing with what you are saying.

[Delete if no support person is present] The role of your support person here today is not to represent you or to answer questions on your behalf. The information provided must be from yourself, in your own words and as you recall.

I would also like to take this opportunity to let you know that it is very important to maintain confidentiality regarding these matters. I would ask that you don't discuss this matter with any other person involved in the investigation or any third parties (other than for the purposes of seeking independent advice).

[Delete if a statement is not being prepared] At the conclusion of this interview, you will be asked to read this document and initial each page and sign to verify that the information is a true reflection of the information provided during this interview.

Do you agree that I have told you that I will provide you with the detail of the matters being investigated and intend to ask you questions about these?

Do you agree that I have told you that this interview will be documented via typed notes?

Employee Initials _____

Witness Initials _____

Do you understand that any answers you may give in relation to the questions I ask in this interview may be used in determining whether or not the complaints made are substantiated?

Are you happy to proceed with the interview? I will start by asking some basic housekeeping questions.

Introductory Script for Witness (delete this section if not applicable)

Hi [Name]. As I mentioned my name is [Name] and I am a [Position] with [Company].

I am an impartial investigator who has been appointed to conduct an independent investigation on behalf of [Client Name] as a result of a formal complaint which has been lodged.

The purpose of this interview is to provide you with an opportunity to let me know any information that you consider relevant to the issues being investigated. You can do this verbally today and if you would like to you can also provide any other documentary evidence or material that you would like considered.

The information you provide me must be true and correct to the best of your knowledge and belief.

The information provided in this interview shall be kept confidential and only discussed as required, this may include parts of or all of a statement to another person so that they can respond.

My role as an investigator is to gather the evidence at this point. My role is not to agree or disagree with what you say and there will not be any findings or decisions made in our meeting today.

I will be documenting the detail of our discussion by typed notes as we go. I apologise in advance if I don't make eye contact as you are talking, I will be concentrating on capturing what you are saying. I also want to make it clear that if I do smile or nod, it will be to encourage you to keep talking, and that this isn't to indicate that I am agreeing or disagreeing with what you are saying.

[Delete if no support person is present] The role of your support person here today is not to represent you or to answer questions on your behalf. The information provided must be from yourself, in your own words and as you recall.

I would also like to take this opportunity to let you know that it is very important to maintain confidentiality regarding these matters. I would ask that you don't discuss this matter with any other person involved in the investigation or any third parties (other than for the purposes of seeking independent advice).

[Delete if a statement is not being prepared] At the conclusion of this interview, you will be asked to read this document and initial each page and sign to verify that the information is a true reflection of the information provided during this interview.

Do you agree that I have told you that I will provide you with the detail of the matters being investigated and intend to ask you questions about these?

Do you agree that I have told you that this interview will be documented via typed notes?

Do you understand that any answers you may give in relation to the questions I ask in this interview may be used in determining whether or not the complaints made are substantiated?

Are you happy to proceed with the interview? I will start by asking some basic housekeeping questions.

Employee Initials _____

Witness Initials _____

| DETAILS OF STATEMENT | |
|----------------------|--|
| Q: | <i>What is your full name?</i> |
| A: | |
| Q: | <i>What is your position title?</i> |
| A: | |
| Q: | <i>What is your supervisors name and title?</i> |
| A: | |
| Q: | <i>How long have you worked for [Client name]?</i> |
| A: | |
| Q: | |
| A: | |
| Q: | |
| A: | |
| Q: | |
| A: | |
| Q: | |
| A: | |
| Q: | |
| A: | |
| Q: | |
| A: | |
| Q: | |
| A: | |
| Q: | |
| A: | |
| Q: | <i>Is there any other information you wish to provide?</i> |
| A: | |

Employee Initials _____

Witness Initials _____



Closing Script

Here is my contact details in case you have anything further to add or have any documentary evidence/other material to submit.

I would again like to remind you about the importance of maintaining confidentiality of this matter.

Thank you very much for your time and contribution.

| | | | | | |
|-----------------------|--|----------------------------|--|--------------|--|
| Employee Name: | | Employee signature: | | Date: | |
| Witness Name: | | Witness Signature: | | Date: | |

Employee Initials _____

Witness Initials _____