

FAQ's – taking part in a Disciplinary Investigation: Individual subject to allegations

We have compiled some frequently asked questions that you may find helpful if you have been invited to attend a Disciplinary investigation meeting.

If you have further questions that are not covered below, please do not hesitate to contact your People Partner who will be able to offer further advice and guidance.

I have been notified of an allegation against me, and have been invited to attend a disciplinary investigation, but I do not agree with the allegation. What do I do?

The investigation meeting will be an important opportunity for you to be able to explain your position and point of view, and so you are strongly encouraged to attend the meeting. If you have any documents or evidence that you feel would be helpful for the Investigating Officer to take into consideration, you are able to share this information either before, during, or following your meeting. Any mitigation you provide will be taken into account by both the Investigating Officer and the Head of Department in considering whether any action is necessary.

I have been notified about the allegation against me. I feel worried and don't know where to access support.

We understand that being involved in a disciplinary investigation can be a worrying and stressful time. The investigation itself is designed to ensure that all the facts related to the allegation are gathered, and that anyone who may have knowledge on events relating to the allegation have the opportunity to share any pertinent information so that these can be considered when deciding if any further action is necessary.

In addition to talking to the People Partner named in the correspondence regarding the investigation, you can access the following forms of support:

Trade Union support: [Trade Union Support with a Workplace Issue.](#)

Employee Assistance Programme: [Employee Assistance Programme](#)

Wellbeing Hub: [Staff | Wellbeing & Wellbeing Support](#)



Can I approach Report and Support for assistance with my case?

Ordinarily, Report and Support can only offer assistance if you have been notified of allegations relating to sexual misconduct made against you. If the allegations relate to ordinary misconduct, Report and Support may not be able to assist.

Further details on Report and Support can be found here: [Report + Support - Report + Support - University of Warwick](#)

I believe my academic freedom has been infringed. How do I raise my concerns?

If you believe your academic freedom has been infringed, you have the right under Ordinance 11 to request a review of your case in line with the provisions set out in the Ordinance.

You can request a review by the Academic Freedom Review Committee (AFRC) in either of the following situations:

- A disciplinary hearing has been convened to consider allegations of gross misconduct (which could lead to summary dismissal if the allegations are deemed to be founded).
- A disciplinary hearing has been convened to consider cumulative misconduct that could lead to dismissal.

If you believe your academic freedom has been infringed at this stage, you can submit a request to the Chair of Senate for the AFRC to review your case.

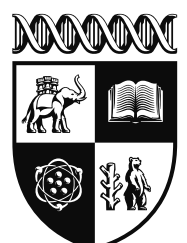
I do not believe that the appointed Investigating Officer is impartial, or I believe others involved in the process may have a conflict of interest. How do I share my concerns?

If you believe that the Investigating Officer assigned to your case has a conflict of interest, you should raise this with the People Partner at the earliest opportunity, explaining what your concerns are and any proposals you wish to be considered. Please note that whilst your concerns will be listened to, it is decision of the Head of Department as to whom is appointed as Investigating Officer.

If you have concerns about other individual's involvement you can speak to the People Partner. If you do not feel able to do so, your alternative point of contact is the Head of People Partnering and Advisory, and details of post holders can be found here: [People Team Contacts](#)

What should I do if I forget to mention something in the meeting?

We understand that the investigation meetings can feel stressful. If something comes to mind after the investigation meeting, you are welcome to add this as an addendum to the notes from your meeting. Alternatively, you can email your additional comments directly to the People Partner, who will ensure that these are shared with the Investigating Officer.



My union representative/work colleague is unable to make the scheduled meeting. What are my options?

Every effort should be made to attend the scheduled investigation meeting; however, we understand that there will be occasions where this is not possible due to prior commitments. If your union representative cannot attend the meeting, and another Union representative is unavailable, you should advise the People Partner as soon as possible so that consideration can be given as to whether the investigation meeting can be rescheduled. Normally, a rescheduled meeting will be offered within 7 calendar days of the original date, unless this is not reasonably practicable. Availability of a work colleague or Trade Union representative should not cause unreasonable delay, and you may be asked to identify alternative representation in the event of delay of more than 7 calendar days.

I would like my colleague to support me at the meeting, but I have been advised that they are not able to because of a perceived conflict of interest. What can I do?

You are able to be supported at meetings by a representative or colleague of your choice. However, there may be circumstances where you will be asked to choose an alternative colleague or representative in order to preserve the integrity of the investigation – for example, where your representative has been asked to attend an investigation meeting as a witness. If this happens, you are welcome to approach another representative to accompany you. If you are experiencing difficulties in identifying a colleague or representative to accompany you at the meeting, please contact your People Partner who can offer advice.

I am concerned that the notes from the meeting don't accurately reflect the conversation, and I am not happy to sign them.

You are welcome to take your own notes at the meeting, but the official record of the discussion will be that which is taken by the University notetaker. These notes will be shared with you following the meeting, so that you have an opportunity to review and correct any errors, using track changes. However, you will not normally be able to remove anything from the record that was discussed and accurately recorded. In the case that you disagree with the notes; the Investigating Officer may agree to append two versions of the notes to the final investigation report.

