

FAQ's – taking part in a Disciplinary Investigation Witness

We have compiled some frequently asked questions that you may find helpful if you have been invited to attend a disciplinary investigation meeting as a witness in an investigation relating to an allegation against a colleague.

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 a colleague and have been invited to attend a Disciplinary investigation, but I do not agree with the allegation/feel uncomfortable with my involvement in the investigation process.

We appreciate that being invited to a meeting as a witness can feel daunting. The reason you have been asked to attend is because the Investigating Officer has identified you as somebody who may be able to provide information or evidence on the allegations being considered; these allegations will have been shared with you in your invitation letter. The process is confidential, but you should be aware that a copy of the notes from your meeting would be disclosable to the individual subject to the allegation if the matter progresses to a disciplinary. Whilst this might cause you concern, please remember that the individual subject to the allegation will have been advised that it is the responsibility of the Investigating Officer to determine who they need to speak to.

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 can provide will be taken into account by both the Investigating Officer and the Head of Department in considering whether any action is necessary.

Who can I turn to for support with this process?

In addition to talking to the People Partner, 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](#)



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?

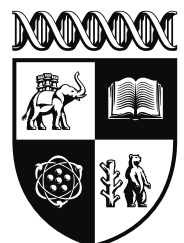
Every effort should be made to attend the scheduled investigation meeting; however, we understand that there will be occasions where this is not possible due to prior commitments. If your union representative cannot attend the meeting, and another Union representative is unavailable, you should advise 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 can 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 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 event that you disagree with the notes; the Investigating Officer may agree to append two versions of the notes to the final investigation report.



Will I be advised of the outcome of the investigation?

No, you will not normally be advised of the outcome of the investigation, and any subsequent decisions regarding this. This is because the matter is confidential, and only those with a legitimate role in managing such processes will be informed.

