

FAQ's – taking part in a Disciplinary Hearing Witness

We have compiled some frequently asked questions that you may find helpful if you have been invited to attend a disciplinary hearing 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 the People Partner named on your correspondence, 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 hearing, but I do not agree with the allegation/feel uncomfortable with my involvement in the formal process.

We appreciate that being invited to a Hearing as a witness can feel daunting. The reason you have been asked to attend is because the Chair of the Disciplinary Hearing has identified you as somebody who can 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, and you should answer questions truthfully. If you are concerned or uncomfortable, please contact the People Partner named on your correspondence in the first instance, who will be able to support you.

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?

If you remember something following the disciplinary hearing that you feel is important, you should make contact with the link People Partner as soon as possible, remembering decisions are often communicated within 7 calendar days.



Will I receive an update on the outcome of the Hearing?

As a witness, you would not be informed of any outcomes/decisions made by the Disciplinary Hearing, as they are confidential. There may be cases however where the matter progresses to an appeal stage, and the appeal panel may wish to speak to you.

