



Investigation meeting notes

Name of employee		Date	
Name of investigator		Time	
Name of support person		Location	

Thanks and Introductions	<ul style="list-style-type: none">• Thanks for attending.• This meeting is being recorded and you will have the opportunity to review the transcript before it is finalised• Andrea Gardner Organisational Psychologist Strategic People Group, my role to gather information and analyse to identify whether any actions have happened which appear to have breached organisational policy, process or standards• Interviewee and Role?• Support person name and role (if applicable)
Date/Time	
Purpose of meeting	<ul style="list-style-type: none">• As discussed with you [name of organisation] is conducting an investigation into a complaint of bullying by [name] against [name].• [Name of organisation] takes such complaints seriously and is obliged, once such a complaint is received, to ensure that it properly investigates and makes a fair decision on how to deal with such a complaint based on all available information.
Meeting process	<ul style="list-style-type: none">• I have some questions to ask, I urge you to answer them openly and honestly, and tell me anything you think is relevant to this investigation.
Role of support person	<ul style="list-style-type: none">• The support person is here to provide support if needed, but questions will be directed to you as interviewee
Who will see the notes?	<ul style="list-style-type: none">• You and your support person• The subject of the investigation• The complainant• Those involved in this investigation from a decision-making point of view- [insert names]• Note that any information you provide may be shared with anyone else I interview if I deem it necessary for the purposes of this investigation. However, this will not be shared with interviewees other than the subject and complainant unless there is a valid reason to do so



	<ul style="list-style-type: none">Note also that information from your statement may be referred to in the investigation report. And the statement will be attached in the report in the appendix.
Confidentiality	<ul style="list-style-type: none">It is critical not to discuss this investigation or what you say here with anyone else. This is important for an ethical and unbiased process. (sign agreement).Note that all people interviewed are required to sign this form
Anxiety	It's natural to feel some anxiety in a situation like this. Please let me know if you need time to think, or just to have some down time. I'll work with you
Questions before we start	[Any questions]

Questions

1. Tell me....

DRAFT