**MODEL LETTER – CALLING ACCUSED EMPLOYEE TO AN**

**INVESTIGATORY MEETING**

**PERSONAL**

Dear

**COMPLAINT: MANAGING BULLYING AND HARASSMENT – INVESTIGATORY MEETING**

I write to inform you of a complaint against you from **<name of complainant>** under the formal stage of the above procedure. The nature of the complaint(s)is/are as follows:-

**Enter summary of the complaint(s)**

**My role**

My role as investigating officer is to establish the facts. It is therefore important that I gather all the relevant information before deciding whether there is any substance to the complaint(s) made against you and if so, whether the matter should be dealt with formally under the disciplinary procedure. My investigation may also involve interviewing or taking statements from relevant witnesses and examining relevant documents.

**Nature of our meeting**

I wish to emphasise that our meeting is investigatory. I should be pleased if you would meet with me on **<date, time and location>** so that I can hear your response to the complaint(s). I will be accompanied by **<name and post title>**. You may, if you wish, be accompanied at the meeting by a work colleague or trade union representative. You are not, however, permitted to be accompanied by your partner, spouse or legal

representative.

**Conclusion of investigatory process**

After I complete my investigation, I will consider all of the relevant issues that have emerged; conclude whether there is any substance to the complaint(s) and then decide what action is required. I will compile a report on my investigation detailing findings, conclusions and decision and will arrange to meet with you to inform you of the outcome of the investigation and whether or not evidence has been found of a case to answer. This may result in a disciplinary hearing being convened on the basis that the investigation has unearthed sufficient evidence of bullying and/or harassment, which may merit disciplinary action.

**Confirming your attendance**

You are expected to co-operate fully with the investigation and take all reasonable steps to attend the investigatory meeting. I have to advise that should you, in my view, fail to attend the meeting without good and sufficient reason, then I may need to take decisions in your absence. This is why it is very important for you to attend the meeting.

If the companion you select is unable to attend on the above date, you have the opportunity to suggest another date. However, this alternative date must suit everyone involved and should be no more than 5 working days after the original date. Otherwise, you will need to select another companion or attend the meeting unaccompanied.

I attach a copy of the Managing Bullying and Harassment policy/procedure for your information.

I trust this explains to you how the investigatory process will proceed. Please telephone me as soon as possible to confirm that the above date and time are suitable, whether you will be accompanied and, if so, by whom.

Yours sincerely

**<name>**

**Investigating Officer**