

## **SAMPLE OPENING COMMENTS IN INTERVIEW WITH PARTICIPANTS IN A WORKPLACE INVESTIGATION**

**Assuming you have previously explained the process to the participants along the lines set out above, the following matters should be explained again at the start of the interview, on the record and the participant should be provided with an opportunity to ask any questions.**

**The language and level of formality can be adapted to suit your organisation.**

### **Purpose**

In order for employer to uphold its employment policies, it is important that this investigation discovers the facts of what has happened. Therefore, your complete and honest information is important.

### **Breaks**

You can ask for a break at any time, including to speak to your support person privately. You can also ask that we reconvene at another time.

### **Assessment**

Although I may say things like, 'yes, right, okay, thanks' in the course of our conversation, I am not actually evaluating what you are telling me. I will do that after the interview when I have collected all the information.

### **Documents**

If you provide with documents in support of what you are saying, please mark the parts that are relevant and also note which allegation they are relevant to.

### **Witnesses**

If there are witnesses to the matters you are describing, please name them as you go along.

### **Additional questions**

It is likely that when I have considered your information, I may have additional questions or find I missed something. In that case, I will either pick that up by phone or request another interview.

### **Notes**

Likewise if on reading the interview notes I will provide to you, you realise that you have missed something or want to correct any data, please let me know. Please

note that I will add any additional comment or corrections to the notes, but I will not delete anything from the original notes.

**Contact**

Please provide me with a contact email address that you are comfortable for me to use for material relating to this investigation.

**Confidentiality**

Just to remind you again that you must not discuss this interview or the content with anyone else in the workplace.

Do you have any other questions or are you OK to begin now?

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Are there any further matters relating to the allegations that you feel we have not covered adequately and which you would like to add now?

**Transcript/Notes**

I will send you a transcript of this interview/copy of the notes of this interview [when]. These are for your own reference and not to be provided by you to anyone else. *NB You may elect to hold all the notes back until you have had the initial interview with all parties.*

**Next Steps**

Once I have considered all the material from other interviewees, I will determine whether there is any contradictory evidence: i.e., material that conflicts with what you have said and which is important to determining the facts of this case. I will then either speak to you again so you can respond to that material, or I will email the relevant material to you for comment. It is likely to be at least [1/2/3 weeks] before I get to that stage of the process.

Do you have any further questions?