

## Investigation meeting Notts UNISON guidance for members (2019)

### What is an investigation meeting? What will happen?

Your employer wants to find out more either about an allegation that has been made about you or one of your colleagues or about a complaint that you yourself may have made about something. The investigating officer will want to ask you a series of questions and your responses will be noted. These notes will be used when deciding whether the matter needs to progress further. You should answer the questions truthfully.

### Do I get to see the notes?

Yes, a copy should be sent to you by your employer for checking and you should make any amendments if the notes are factually inaccurate and return them to your employer as requested.

### What can I do before and after this meeting?

- You should not discuss the allegation with anyone ( other than your trade union) as processes are confidential.
- You remain calm and courteous throughout the meeting
- If it is clear beforehand that the allegations relate to a specific incident you may wish to make a few brief notes to help you in the meeting – nothing major, just bits you don't to forget to say such as – The allegation says the incident happened on 16<sup>th</sup> but I was on leave from 12<sup>th</sup> – 20<sup>th</sup> and here is the rota that shows that this is the case.
- Amend and return the notes
- Ask for a timeline and what might happen next

### Can I be sacked or receive a sanction at this meeting?

Check the letter that you receive to invite you to this meeting very carefully. If it says that this is an investigation meeting then you can't be sacked or be issued with a warning at this stage until a hearing has been held.

### Can I be represented at an investigation meeting?

If there is UNISON steward in your workplace they can accompany you however your branch cannot routinely provide senior officers to accompany at investigation meetings. If you haven't elected a UNISON steward in your workplace there may a trusted colleague who could accompany you. UNISON will of course be able to represent you should the matter progress to a formal hearing stage.

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