

APPENDIX 4C: WITNESS STATEMENT TEMPLATE

Witness Statement			
Case Reference Number		Date of statement	
Location of interview		Present at interview	
Name of witness		Job title/Department	
Statement taken by			

The purposes of the investigation is to determine the facts and pertinent information, and to gather relevant perspectives, to complete a timely and thorough investigation.

Statements provided by witnesses will be treated as confidential documents. However, it is not possible to give a guarantee of confidentiality as:

- The employee under investigation/ or subject to capability procedures will have the right to be told about the witness statement; and the statement may be used and disclosed as part of any formal hearing.
- Courts and tribunals may order disclosure of documents, irrespective of whether or not they are confidential.
- Data subjects have the right to request access to information about them that is held on file, whether manually or on computer. In these cases we will either request your consent to disclose the document, or take steps to anonymise the document before disclosing it.

This matter is confidential and you must not discuss any aspect with anyone else.

This statement is true to the best of my knowledge recollection and understanding. I understand that my signed statement may be used in the event of a formal hearing and that I may be required to attend any hearing as a witness.

Signature	
Date	