

APPENDIX 1C: MODEL LETTER FROM FAIRNESS AT WORK POLICY AND GUIDANCE INVESTIGATING OFFICER TO COMPLAINANT AND RESPONDENT

PRIVATE AND CONFIDENTIAL

Name
Address
Date

Dear

INVESTIGATION

I have been appointed as the Investigating Officer to investigate the allegation of

Please find enclosed a copy of the complaint and the Terms of Reference for the Investigation. A copy of the Fairness at Work Policy and Guidance is available on the internet at <http://www.gov.im/hr/fairness/>. Please let me know if you require a hard copy.

In order to establish the facts surrounding the complaint and to investigate the matter fully, I intend to interview you and relevant witnesses. I will be in touch shortly to invite you to attend an investigatory interview. You may wish to invite a work colleague or trade union representative to accompany you.

My Investigation will be completed as soon as possible. If for any reason this is not possible I will write to you to explain why. (*Alternatively explain here why it will not be possible to do so within this timescale e.g. annual leave, illness, etc.**)

If you have any concerns in this regard which you wish to discuss, please contact me in the first instance or your Human Resources Adviser or Staff Welfare (tel 687027 or email staffwelfare@gov.im).

Yours sincerely
Name (Investigating Officer)
cc Line/Designated Manager
Encs

* *Amend text of letter as appropriate*