



Document name	Guidance for Witnesses in an Investigation
Responsible Team	Human Resources
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1. Purpose

The University recognises that participating in a workplace investigation can be stressful for all parties involved, including witnesses. This guidance provides reassurance and clarity on what individuals can expect if they are a witness in an investigation.

2. Role of a witness

Witnesses play an important role in an investigation by sharing what they have observed or relevant information about a situation. Their contribution helps ensure a fair and thorough process.

3. Investigation Process

An Investigating Officer, appointed by a Grievance Manager and supported by an HR representative, will conduct the investigation in accordance with a Terms of Reference (TOR). This may include interviewing individuals with relevant information, including witnesses.

Attending an Interview

If identified as a witness, an individual may be invited to an interview with the Investigating Officer and an HR representative. Witnesses can be accompanied by a workplace companion or trade union representative for support. The interview is an opportunity for the witness to share what they know in a safe and respectful environment.

The Investigating Officer will ask questions to understand the witness's knowledge of the situation. Witnesses are encouraged to share information to the best of their ability, being open and objective. If they cannot recall details, they should simply inform the Investigating Officer.

After the interview, the information provided will form a statement, which the witness will have the opportunity to review and confirm for accuracy.

Providing a written statement

In some cases, witnesses may be asked to provide a written statement instead of attending an interview, typically when only straightforward information is needed. The Investigating Officer will specify the required information or questions. Witnesses should respond as they would in an interview, ensuring clarity.

Investigation Report

At the conclusion of the investigation, the Investigating Officer will compile a report that includes witness statements. This report will be shared with the Grievance Manager and any subsequent managers or parties involved in the relevant processes.

4. Attending formal meetings and hearings

Witnesses may be asked to attend a formal meeting or hearing, with advance notice provided. A specific time slot will be given to minimise disruption.

During the meeting, witnesses will have the opportunity to share their account of events and respond to any follow-up questions. Once they have provided their input, they will be thanked for their time and asked to leave the meeting.

5. Confidentiality

To protect all parties involved, all aspects of an investigation, including meetings and correspondence, must remain confidential. Witnesses are encouraged to seek appropriate advice, support, and guidance but should not discuss the case with the reporting or responding parties.

For further information about the process or their involvement, witnesses can contact the assigned HR representative or their area's HR Business Partner. Due to data protection requirements, witnesses will not be informed of the case outcome.

The University appreciates the cooperation and integrity of all witnesses in supporting a fair and respectful investigation process.