**Introduction:**

Welcome to this meeting. We are here today to discuss the allegations that were developed on the foot of the investigation that was conducted by NAME.

Following the investigation an allegation has been put to you – STATE THE ALLEGATION

The purpose of this meeting is to give you the opportunity to respond to the allegation and determine whether or not it should be upheld against you.

You have been notified of your right to representation, are you happy to proceed unaccompanied?

Or,

I note that you have a representative present. I would ask that while your representative can offer you guidance and support with regards to your representation that they do not answer on your behalf.

Are you aware that the allegation against you is serious and if upheld could result in a finding of Gross Misconduct against you which could result in disciplinary sanction up to and including dismissal?

I will provide time at the conclusion of the meeting to ensure that any points that you or your representative wish to have addressed are noted accordingly.

**Questions**

First off I would like to confirm that you received the following documentation:

LIST DOCUMENTS ISSUED FOLLOWING THE INVESTIGATION

ALLEGATION – list the questions relating to the matter below.

**Conclusion**

Is there anything with regards to either incident that you believe has been overlooked?

Is there anything that your representative would like to add? – If applicable

I would like to thank you for taking the time to respond to my questions.

I will now take time to review all of the information that you have provided and will notify you of my findings in the coming days.