**Introduction:**

Welcome to this meeting. We are here today to discuss ….

The purpose of this meeting is to give you the opportunity to put your side

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 following the investigation should the complaints be found to be true, the matter may be referred for disciplinary review 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 they wish to have addressed are noted accordingly.

**Questions**

First off some preliminary questions with regards to your training:

Are you aware of X policy?

Incident 1

Incident 2 – as required

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.