

## ATTACHMENT 3

### Interview Record for bullying Complaints

Employee details	
Name:	
Position:	
Work location:	
Contact number:	
Date and time of interview:	
Interviewer:	
Contact number:	
I have read this document and agree this summary is a true and accurate record of my interview. Signature: _____ Date: _____	
Witness present:	
Summary of incident details	
Brief summary of incident/s and facts presented to interviewee:	
Response by interviewee to information provided:	
Background information additional to	

incident/s	
Was any disciplinary action taken after the incident/s?	
What effect has the incident had on the interviewee?	
Has the type of incident occurred before or since?	
What action is being sought by the interviewee?	

Please attach all supporting documentation and records of all communications, including findings.