

Tips about Anonymous Witnesses

1. In certain rare circumstances an allegation of wrongdoing may be made about an employee by another employee who wishes to remain anonymous for fear of reprisals.
2. You should investigate such cases in the normal manner as thoroughly as you can in the circumstances. In considering whether witness statements should be anonymous you need to consider how to balance the interests of the parties, the need to protect informants and the right of the alleged perpetrator to a fair hearing.
3. Statements should be in writing (these may be edited to remove names and preserve anonymity) and be made available to the employee or their representatives.
4. Statements need to be accurate with regard to date, time and place of each incident, the employee's observations and any other relevant details.
5. Is there any corroborative evidence, which would give weight to either side?
6. Has the informant any reason to fabricate evidence, for example, a jealous jilted lover?
7. Is the informant's fear genuinely sufficient to not require them to be involved in the disciplinary process further?
8. If at any stage in the disciplinary process the employee raises issues to be put to the informant then the employer should consider an adjournment so the relevant question can be put.
9. In cases involving informants' careful notes must be taken of the disciplinary hearing.