

EXAMPLE: WITNESS STATEMENT

IN THE [LOCATION] EMPLOYMENT TRIBUNAL

CASE NO: [NUMBER]/[DATE]

Between

[NAME & TITLE]

Claimant

and

COMPANY

Respondent

WITNESS STATEMENT OF [NAME]

I, [NAME], of [FULL ADDRESS], SAY AS FOLLOWS:

1. I started work as a [JOB DESCRIPTION] with [EMPLOYER'S NAME] on [DATE] (please see page [XX] of the bundle). [PLEASE NOTE: THE FOLLOWING IS AN IMAGINARY SCENARIO FOR ILLUSTRATION ONLY] As a single parent I am only able to work part-time, 3 days per week (Tues, Wed, Thurs). I have always enjoyed good working relationships with my colleagues and have received good feedback from my managers (except Jane Doe) about my performance (please see page [XX] of the bundle). When my childcare duties have allowed, I often work overtime to help the company out during busy periods.
2. Jane Doe took over as my permanent manager on [DATE] and since this date has made repeated requests for me to work regular weekends, despite being aware that I am unable to do this because of a change to my childcare arrangements.
3. Jane Doe is an ex-colleague of my estranged husband, with whom she had previously worked at [NAME OF COMPANY] for 5 years between [DATES].
4. From [DATE] I have been subjected to regular harassment and bullying from Jane Doe who has been sending me threatening emails calling me "useless and unreliable" (please see page [XX] of the bundle).
5. On [DATE] I was called to a meeting with Jane Doe and advised that due to poor performance I was

to be placed on a Performance Improvement Plan (PIP) for 3 months and if I didn't "buck my ideas up, I'd be out the door with no way of supporting my kids".

6. I lodged a grievance with [NAME] in our HR department on [DATE] but did not hear anything back before being placed on my PIP, commencing [DATE].
7. During the first month of my PIP Jane Doe made further requests for me to work on a Saturday and Sunday to meet the demands of the company. In a text message sent on [DATE] Jane Doe wrote that "your lack of commitment is not helping with your performance review" (see page [XX] of the bundle).
8. At the start of my shift on Tuesday [DATE] Jane Doe called me aside in the canteen. She then announced to me within earshot of my work mates, that due to my poor performance and the fact that I was not able to commit to weekend working, the company had decided to let me go with immediate effect.
9. I was escorted to my locker by Jane Doe and given a carrier bag to place my personal effects into. On handing my locker key back to her, Jane Doe then physically pushed me towards the exit of the building. When I asked about my wages and notice pay Jane Doe laughed and said that "HR would be in touch".
10. After several years loyal service to the company, I was obviously in shock over what had happened. I could not understand why I had been treated in such a humiliating way by my manager. I sent a letter to the company's managing director [NAME] on [DATE] outlining how I had been humiliated, harassed and bullied by Jane Doe (please see page [XX] of the bundle) before being summarily dismissed.
11. On the [DATE] I received a letter from [NAME] in HR confirming that my resignation had been accepted and I should expect my P45 in due course and my final salary plus any holiday and notice pay would be paid on the 25th of the month in line with normal payroll (please see page [XX] of the bundle).
12. On the [DATE] I tried calling the managing director via the switchboard to explain that I had not resigned, I had been fired. I was advised he was not available and that I should speak to someone in HR. When I asked to be transferred, I was told they were all in a meeting but a message would be left

to call me back.

13. For 2 weeks I kept trying to discuss my situation with someone at the company and called the switchboard on [Dates] and emailed HR on two further occasions [DATES] (please see page [XX] of the bundle). No call backs or email responses have been received.
14. After my unfair dismissal I struggled with my mental health and have been prescribed anti-depressants by my GP (please see page [XX] of the bundle). I feel my manager had a personal vendetta against me and wanted me out of the company. Up until the point when Jane Doe became my direct manager, I was happy in my work and proud that it had been a means of supporting my kids. I am currently on state benefits and struggling to find alternative employment as I do not feel confident that I will receive a good reference from [NAME OF EMPLOYER].

Statement of Truth

This statement is true to the best of my knowledge and belief

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[NAME]

Date: [DATE]