

SAMPLE WRITTEN COMMUNICATION TO A WITNESS

(to be tailored for each matter as appropriate)

Dear [Witness name]

[Employer] has received a workplace complaint. We take all workplace complaints seriously and, in this instance, have commenced an investigation into the allegations made.

You have been identified as someone who may be able to assist the investigator in determining the facts of the complaint. **No allegations have been made against you and you have been identified as a witness only.**

We are asking you to participate in this process as it is important for fairness to everyone involved that we are able to accurately establish what happened.

[Investigator name] is conducting the investigation. They will be in contact with you over the **next week** to arrange an interview time with you.

You will be asked to respond to specific questions relating to the complaint. There is nothing to bring to the interview or to prepare in advance. You will be provided with more detail about the matters being investigated at the interview.

Until the investigation is complete, the organisation has no view about whether anything inappropriate has occurred or not.

As a participant in the investigation, you are required to maintain confidentiality. This means that you should not discuss this email or your subsequent interview, in or outside of work, either directly or indirectly, unless you speak to me about the process or to your support person if you wish to have one. This will ensure the confidentiality, privacy, and dignity of those concerned. It will also enable you to give evidence free from the influence of others.

The information you provide to the investigator is likely to be used to help determine what has happened. It may also be provided in part to other participants if it conflicts with what they said and if it is important to determining what happened.

If you have any queries about the investigation process, please contact me directly. Thank you in anticipation of your assistance.

Regards,

[Employer]