

FACT SHEET

Witnesses / Complainants

Persons who are witnesses or complainants are required to cooperate by providing information to the best of your knowledge.

WHAT TO EXPECT

Witnesses will be contacted by the investigating officer to arrange a suitable time to conduct an interview. The interview may be recorded or alternatively a statement produced at the time of the interview. Witnesses will then be asked to read through it and sign the statement.

CONFIDENTIALITY

Confidentiality is a duty of care not to disclose information that may be sensitive or damaging to the interests of another, whether or not the other person has specifically asked for the information to be kept in confidence.

It is the responsibility of employees involved in an investigation to ensure that strict confidentiality is maintained.

The maintenance of strict confidentiality means that an individual is unlikely to face civil action for defamation i.e. attacking the good reputation of someone or speaking ill of them.

Please note that information collected during an investigation may need to be released where it is required to release the information under a legal requirement;

YOUR RIGHTS

- To speak openly and honestly about what you saw or heard without fear of reprisal;
- To be treated with dignity and respect;
- To ensure that information has been accurately captured on record; and
- To access the organisation's support programs (i.e your EAP)

RESPONSIBILITIES OF THE WITNESS

- To speak only what they know or believe to be true;
- To maintain normal work practices in the work area, unless there is a related safety issue, whilst the investigation / grievance process is being followed;
- To treat all parties to investigation / dispute with dignity and respect throughout the process; and
- To maintain strict confidentiality regarding all aspects of the investigation / grievance.