



# EVOLVE

WORKPLACES

EVOLVING AUSTRALIA'S LEADING WORKPLACES

## Witnesses / Complainants

Persons who are witnesses or complainants are required to cooperate by providing information to the best of their 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. Witnesses will then be asked to read through it and sign the statement. This may be emailed to you after the interview.

### 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 anyone involved in an investigation, including witnesses, to ensure that strict confidentiality is maintained. This is also to protect any information collected and to ensure that people's evidence has not been influenced or contaminated.

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, or disciplinary action being taken.

Information collected during an investigation may need to be released where there is a legal requirement to do so.

### 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.
- 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
- To maintain strict confidentiality regarding all aspects of the investigation / grievance.

Nobody should be treated any differently as a result of participating in a workplace investigation. Although it is common for people to form opinions and have views, it is important that you treat everyone the same and maintain professional relationships, despite your views.