

Witness Notice of Interview

1. This Notice is to inform you that the [Investigator or Name of investigation unit] has identified you as a possible witness in relation to a matter being investigated. We will be seeking to interview you in relation to this matter. The date and time of the interview will be communicated separately.
2. You are requested to read this Notice in its entirety. After reading this Notice, kindly sign and date the final page and return a scanned copy (final page only; signed and dated) to the following email address: [\[Email address of the Investigator\]](#).

Mandate

3. We have been mandated to conduct investigation into allegations of possible misconduct by [NGO name] staff members.
4. We perform our functions independently and free of interference from any internal and external party. Investigations are conducted in a non-discriminatory and gender and culture sensitive manner, respectful of the rights of all participants including the presumption of innocence toward the subject of the investigation, the principle of do no harm for all participants and a victim-centred approach in respect to aggrieved individuals.

Investigations

5. An investigation is a fact-finding exercise. It is non-punitive. The purpose of an investigation is to determine whether or not the facts and evidence available support a finding of possible misconduct. The result of an investigation may be either a Closure Report, when possible misconduct is not substantiated, or an Investigation Report if the alleged misconduct is supported by the evidence (i.e. substantiated). We will send the Investigation Report to the [Name of the person entity who will receive, and or take any action based on the Investigation report] who may take further action, such as initiating disciplinary action against the staff member concerned. The decision to institute disciplinary proceedings is made [Name of the person entity who will receive, and or take any action based on the Investigation report]. In some instances, the Organization may refer the matter to national authorities for possible prosecution.

Duty to cooperate

6. All [Name of NGO] personnel have a duty to cooperate with an authorised investigation, and specifically, to respond fully and truthfully to all questions posed during an interview as well as provide any relevant additional information. You must not interfere with an investigation. You must not withhold, destroy or tamper with evidence, or influence, coach, intimidate or retaliate against anyone associated with an investigation. Deliberate non-cooperation with an investigation, including the withholding of information that you ought to have known was of relevance, may be reflected in the investigation findings and/or investigated as a separate case of possible misconduct.

Confidentiality

7. Strict standards of confidentiality are adhered to throughout the investigation. This means, for example, that the disclosure of any information related to an investigation, including the identity of staff members or others involved, and even the fact itself of an investigation, is restricted to a “need-to-know” standard. Information will only be disclosed by the Investigator to specific individuals, as appropriate, if it is necessary for the purpose of the investigation or in the interests of the Organisation. The confidentiality of the investigative process is intended to protect witnesses and others involved in an investigation.
8. The requirement for confidentiality extends equally to all those involved in, or with knowledge of, the investigation. Witnesses and other persons who participate in an investigation, whether contractually bound or not, must maintain the confidentiality of any information related to the investigation. They shall not disclose any information related to an investigation to a third party without explicit authorization from the Investigator. This includes information pertaining to the identity of persons involved in the investigation. Any breach of this provision may amount to misconduct. This provision does not preclude seeking support from [if available, name of unit providing staff support] and external professional advice from lawyers, medical or psychosocial support services.

Interview

9. The interviews are digitally recorded to ensure the integrity of the process. A written record of the interview will be made. [Name of NGO] personnel will be required to review the written record and confirm its accuracy by signature. This may be done by email correspondence after the interview.
10. The witness will be required to respond to questions under an oath to tell the truth.
11. Details of the interview may be disclosed by the Investigator on a need to know basis and for the purpose of the investigation and in respect of due process rights. If the Investigator concludes that misconduct may have occurred, the record of interview may be used as evidence and shared with the officials charged with taking administrative or disciplinary action. It may also be shared with the subject of the investigation.

Witness Notice of Interview Acknowledgement and Oath of Confidentiality

I, the undersigned, hereby acknowledge receiving the Witness Notice of Interview. I have read and understood its contents.

I shall exercise the utmost discretion with regard to all matters related to my contact with the Investigator. In particular:

- I shall keep confidential all information to which I have access and/or known to me that may be relevant to the Investigator's work and which I may be required to provide as evidence;
- I acknowledge that I may be required to attend an interview with the Investigator during which I will be under oath to tell the truth;
- I shall not use information relevant to the investigation for private gain, or to favour or prejudice any third party; and,
- I shall refrain from commenting on any aspect of my interactions with the Investigator to any party, either in a professional or private context.

I am aware that I can contact the Investigator directly for information concerning the mandate.

I understand that this signed Acknowledgement and Oath of Confidentiality will be held by the Investigator and will remain effective during my tenure as a [Name of NGO] personnel; even after the completion of my contract, I will endeavour to abide by this Oath. I also understand that disclosing confidential information to persons and entities who are not authorized to receive it may amount to misconduct.

Signature: _____

Name (print): _____

Date: _____