
WITNESS NOTIFICATION TOOL

Purpose: The Witness Notification Tool provides witnesses with formal notification of their participation in the investigation process, and a brief overview of what to expect from their participation. The witness notification also provides key confidentiality information for witnesses and investigators.

How to use this tool: Investigators should complete a witness notification for every witness in an investigation, filling in as much information as is available. The tool should be tailored according to whether the witness is internal or external to the organisation. **If the witness is external to the organisation, the paragraphs in italics should be removed.** If witnesses require translation, the witness notification should be provided to them in their desired language. If a witness is illiterate or unable to read the notification, a support person should facilitate the process by providing them with the information in the notification, ensuring they understand the contents, and obtain their consent. In these cases, the tool must also obtain the signature of the support person who relayed the information and obtained the consent and confirmation. More information on this tool can be found in section 3.2.3 of the *Sexual Exploitation, Abuse, and Harassment (SEAH) Investigation Guide*.

Definition of key components

- **Support person:** An individual designated to provide support to a witness during investigation interviews.
- **Translation to:** The language being translated from investigators to witnesses.
- **Translation from:** The language being translated from witnesses to investigators.
- **Accommodation requirements:** Any considerations that investigators need to make to ensure a witness is able to comfortably access the interview venue.

Date:	12 February 2022			
Case number:	123456789			
Interviewer name/title:	Kamran Bee			
Co-Interviewer/note-taker:	Kamran Bee			
Translation required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Translator name:	NA
Support person requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Support person name:	NA
Translation to (language):	NA		Translation from:	NA

Witness information

Name:	Ronald Zee
Address and telephone:	0000 One Street, LMN Village 999-99-9999
Email address:	ronald@thrivebridgengo.org
Title:	Driver
Department/organisation:	Operations in ThriveBridge NGO
Direct supervisor (if an employee):	Steffan See
Gender:	Male
Accommodation requirements:	None

I am investigating a possible violation of ThriveBridge NGO's organisational policy. As part of the investigation, I will be interviewing you. The purpose of this notice is to provide important information about what ThriveBridge expects of you during the investigation.

(If the witness is internal) According to ThriveBridge NGO's policy, you are required to cooperate with the investigation by providing truthful and accurate information. We expect you to fully cooperate in the investigation by, for example, answering all questions completely and honestly, providing any documentation relevant to the investigation, and making yourself available for follow-up interviews, if necessary.

Retaliation against anyone involved in the investigation is strictly prohibited. If you retaliate against anyone involved in the investigation, it could lead to disciplinary action, up to and including termination of employment. If you believe you have been mistreated or otherwise retaliated against because of your participation in this investigation, contact me immediately.

We expect you to keep the investigation and complaint confidential to the fullest extent possible. This means that you should not talk about the investigation or the statements you make during the interview. We will maintain the confidentiality of the investigation to the fullest extent possible, revealing information only on a need-to-know basis. If you become aware of any breach of confidentiality, please contact me immediately.

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Do I have your consent to record the interview?

Yes	No	Signature
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(Circle yes or no)

Your signature indicates you have received, read, and understand this notice.

Witness printed name: Ronald Zee	Interviewer printed name: Kamran Bee
Witness signature:	Interviewer signature:
Date: 12 February 2022	Date: 12 February 2022

Support person printed name (if relevant):

Support person signature (if relevant):

Date:

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