

OATH OF CONFIDENTIALITY TOOL

Purpose: Confidentiality is an important part of the survivor-centred principle in SEAH investigations and ensures that information gathered by the investigation is shared only with authorised individuals on a need-to-know basis. The Oath of Confidentiality Tool is therefore deployed with translators, survivor liaisons, support persons, and any individuals who are external to the core investigation team.

How to use this tool: Translators, survivor liaisons, support persons, and any other individuals external to the investigation must read and sign the Oath of Confidentiality in the presence of an investigator before they participate in interviews, sessions, or information sharing. The investigator also signs the Oath of Confidentiality, ensuring it is properly filed and stored with other investigation documentation. If the investigation is done remotely, the oath will ideally be signed in the presence of a local investigation team member. If this is not possible, the oath should be signed via video conference in the presence of investigators.

More information on the Oath of Confidentiality can be found in sections 3.2.3 and 5.2 of the *Sexual Exploitation, Abuse and Harassment (SEAH) Investigation Guide*.

OATH OF CONFIDENTIALITY

I, the undersigned, shall exercise the utmost discretion with regard to my involvement in the investigation being conducted by **ThriveBridge NGO**. I shall hold confidential all information known to me by reason of my activities on behalf of the investigation team. I shall not use such information for private gain, or to favour or prejudice a third party.

I understand that this declaration will remain in force after the completion of my assignment with the **ThriveBridge NGO** investigation team. I also understand that divulging confidential information to persons who are not authorised to receive it may amount to misconduct, and that the signed original of this declaration will be held in the relevant investigation file.

Name: Cassandra Yee

Title: Translator

Role: Translator

Signature:

Date and place: Escarat City, ThriveBridge NGO Office

To be filled out by the investigator before whom the oath is taken:

Case Number: 123456789

Name: Amanda Lee

Title: Co-Investigator

Signature:

Date and place: Escarat City, ThriveBridge NGO Office