*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name],*

**Re: Attendance at investigation meeting as a witness**

I am writing to request your attendance at a meeting to investigate an allegation(s) that have been made against *[insert name of colleague].*

I want to assure you at this point that no allegations have been made against you. However, I believe that you may have some information that may assist us in dealing with the matter and therefore it is important that I speak to you to help me establish a clear version of events.

The allegation(s) against *[insert name of colleague]* are as follows:

* *[Insert allegation/list of allegations which require investigation]*

The meeting will take place on *[insert date and time]* at *[insert location]*, and will be conducted by *[insert name of investigating officer]*. *[Insert name of note-taker]* will also be present to take minutes of the hearing.

If for any reason you will be unable to attend at the scheduled time/location, please let me know as soon as possible. I am sure you understand the sensitivity of this matter and so we appreciate that you do not discuss it with anyone else.

You will appreciate the confidential nature of these proceedings and as such we require all those involved in giving evidence in these proceedings to sign a confidentiality agreement. I have attached two copies of the agreement to this letter. Please read the agreement carefully, sign both copies and return one copy to me using the enclosed envelope. I would be grateful if you could return this to me by *[insert date]*. The other copy is for you to keep.

Briefly, the effect of this agreement is that you commit to keeping all information that you are party to regarding the proceedings relating to *[insert name of party/ies]* strictly confidential. This includes the information that you bring to the proceedings in addition to that which you learn by taking part.

Thank you for your participation in these proceedings. Please do not hesitate to contact me if you have any questions about this letter.

Yours sincerely,

*[Insert name]*

*[Insert job title]*

Confidentiality Agreement

Undertaking of confidentiality in disciplinary proceedings

1. **Involvement**

a. I *[insert name of employee]* understand that there are ongoing disciplinary proceedings involving *[insert name of party/ies]* concerning allegations of *[insert brief details]* and I agree to my involvement in these proceedings as a witness. As a witness, I agree that my involvement means that I will be asked questions regarding my knowledge about the aforementioned allegations. I agree to co-operate to the best of my ability at all stages. In addition, I agree that my involvement includes appearing at disciplinary hearing and/or appeal hearings that are arranged under the organisation’s disciplinary policy and procedure.

b. I agree to offer my full co-operation with this matter and to answer all questions put to me to the best of my knowledge to assist the organisation in dealing with these disciplinary proceedings at hand. I understand that my honesty and truthfulness are integral aspects of my involvement in these proceedings and will conduct myself in accordance with these values.

1. **Undertaking**

I appreciate that the matters at the centre of these disciplinary proceedings are strictly confidential, and I undertake to maintain confidentiality throughout my involvement and after the proceedings are concluded, both inside and outside of the organisation. I agree that the scope of this agreement includes the contents of any disciplinary hearing/appeal hearing as well as any ancillary interviews, meetings or discussions that may take place between myself and relevant management as part of the proceedings. Any opinion that I may have about this case or any person involved is also covered by the scope of this agreement save for circumstances in which it is necessary to disclose such to management as part of the proceedings at an interview, meeting or discussion, or as otherwise directed by the organisation. I agree that this undertaking prevents me from contacting, or discussing this case with, any other witnesses that are involved in the proceedings.

1. By signing this agreement, I make a commitment to keep all information that I am party to as a result of my involvement in these proceedings strictly confidential, including specifically:
* The identity of the parties involved;
* The allegations made;
* Details of the evidence given as part of the proceedings;
* The fact that I am involved as a witness in these proceedings; and
* Any information regarding the case in any way.

4. **Breach of this agreement**

I understand that a breach of confidentiality on my part would put the integrity and effectiveness of the disciplinary proceedings at risk and could influence the evidence of other witnesses. Ultimately, I understand that the outcome of the proceedings may be seriously compromised should I breach this agreement.

5. I understand that the organisation will view a breach of this agreement to be a disciplinary offence and I may be subject to disciplinary proceedings as a result of my breach, up to and including dismissal.

**Name of employee (*please print):***

**Signed:**

**Dated:**

**Reference:** *[insert date]*

**Date last reviewed:** *[insert date]*

**Accountability:** *[insert name and job title]*