

MEMORANDUM

To:

From:

Date:

Re: Witness Advisories

I, _____, hereby acknowledge that I have been requested to provide information during the course of a confidential internal workplace investigation being conducted by my employer.

Integrity: I understand that even though my interview is not being conducted under oath, I am expected to provide honest and truthful answers. I also agree not to knowingly withhold pertinent information related to the investigation.

Prohibition Against Retaliation: I understand that I am protected from retaliation for providing truthful information during the course of this investigation. I have also been advised that my employer does not tolerate retaliation for providing truthful information during the course of this investigation. Should it occur, I understand that it is my duty to immediately report any conduct that I believe to be retaliatory.

Confidentiality: I understand that I have been advised it is my responsibility to maintain the highest level of confidentiality with respect to the investigation and the information I have provided during the investigation. I agree not to discuss the investigation or the information that I have provided with anyone other than the members of management in charge of my employer's investigation and my own personal legal counsel, if any, or union representative, if applicable, unless I receive written permission to do so by my employer.

Evidence: I understand that to the extent that I have documents or evidence that relates to the investigation that I will not destroy it.

The Investigator: I have been advised that _____ is conducting a fact-finding investigation. I understand that my statements can and may be used by the investigator in the determination of findings in this investigation.

Date: _____

Printed Name of Witness

Signature of Witness