

General Personnel

Exhibit - INVESTIGATION OF MISCONDUCT – Witness

Employee: _____

Position held: _____

Relationship to accuser and accused: _____

Date: _____

Provide witness with the following information:

- I am conducting an investigation
- No conclusions have yet been reached
- Nature of complaint (Allegation, date, and time)
- Events witness was identified as having knowledge

Advise the witness:

- The importance of telling the truth
- There will be no retaliation if he/she tells the truth
- Confidentiality of investigation
- Relevant company policies

1. What occurred? (Discuss each specific event in which he/she was identified as having knowledge) _____

2. Has the witness observed or heard any inappropriate behavior by the person about whom the complaint is made? (If yes, describe) _____

Interviewer

Position

Date