ENTITY LETTERHEAD

Reference/Case Number

**PRIVATE AND CONFIDENTIAL**

Witness Title First name Surname

Position

Full Address

Email

Dear Witness First Name,

**RE: WITNESS INTERVIEW ARRANGEMENTS**

I have been authorised by [name and position title of delegate] to conduct an investigation and provide a report about allegations of [insert brief description of matter – i.e. a suspected breach of the code of conduct/misconduct/sexual harassment].

You have been identified as a witness in this matter and I am writing to you to make arrangements to interview you.

Without limiting the matters to be discussed at your interview, I anticipate that the key issues to be addressed with you are:

* [List matters to be discussed].

Option 1: I wish to arrange a convenient time to conduct an interview with you. Please contact me within three (3) days of receipt of this letter to make arrangements for this interview.

OR

Option 2: This letter confirms that the interview will be conducted at TIME on DAY/DATE at LOCATION. It is expected that you set aside TIME hours for this interview. Should this time not be suitable, please contact [insert relevant contact officer details] as soon as practicable so an alternative time can be arranged.

The interview may be electronically recorded, and a copy of the recording and/or transcript will be made available to you upon request. I may also take handwritten notes during the interview.

**Support persons and industrial representatives**

You are welcome to have a support person and/or an industrial representative attend during the interview.

A support person will not be permitted to advocate for you during the interview, however they will be able to observe proceedings, assist with clarifying the process and take notes. The support person must respect the confidentiality of the process. The support person must not be a witness or person involved in this investigation.

Further information about the role of the support person or industrial representative may be found online at [www.forgov.qld.gov.au/human-resources/employee-management-conduct-and-performance/conduct-and-performance/employee-support-person](https://dpcqld.sharepoint.com/sites/PSC-PRJ-PublicSectorReformImplementation/Shared%20Documents/General/Stage%202%20Directives/Workplace%20Investigations/Drafts%20for%20approval/Clean%20Letter%20Templates/www.forgov.qld.gov.au/human-resources/employee-management-conduct-and-performance/conduct-and-performance/employee-support-person).

**Confidentiality**

Please be aware that matters which are the subject of the investigation are to remain confidential. This will safeguard the integrity of the process. Consequently, you are directed to not discuss this matter with others, including your work colleagues or any person likely to have information relevant to the allegations, other than your union, legal representative, or support person. This direction includes that you do not make comment in relation to this matter on any social media sites. You are reminded that your obligations under the Code of Conduct continue to apply throughout and following the conclusion of this process and failure to meet your obligations with regard to confidentiality may result in disciplinary action being taken against you.

**Employee assistance program**

I understand that this may be a difficult time for you and wish to advise you that free, short-term confidential, face to face or telephone counselling is available to all departmental employees. This service, provided by an external Employee Assistance provider, [EAP PROVIDER NAME], can be contacted on telephone [EAP PROVIDER NUMBER].

**Contact**

If you have further enquiries about this notice, I can be contacted via email at [insert email address] or telephone [insert phone number].

Yours sincerely,

**Name**

Position

DATE

Attachment 1 – Workplace investigations directive