

SAMPLE CONFIDENTIALITY ADMONITIONS

This investigation involves a confidential personnel matter and as such we ask that you be very mindful of the sensitivity of the matters being investigated and the information you discuss with me. There are two key reasons for this request.

First, it helps maintain the integrity of the investigation and helps to ensure the investigation is conducted fairly for all involved if the people participating in the investigation are not influenced no matter how innocently by others.

Second, it helps protect privacy of the private personnel matters that are the subject of the investigation if people are not discussing their testimony or the factual issues discussed in the interview.

Please do not discuss the nature of the questions I ask you during your interview while the investigation is in process. Please know your employer is not trying to limit, discourage or prevent you from complaining about your work experience or from discussing your concerns about your employment.

Because we want to get everyone's best recollection of the facts, please do not influence the testimony of others by telling them how you perceived the facts or events they may be asked about. You cannot use information obtained during the investigation to retaliate against another employee because they participated in the investigation, testified to any particular facts or made a complaint.

Please preserve any document(s) or information that you know about that may be relevant to the investigation. Do not tamper with or destroy any information that may be relevant to the investigation.

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*This document and its contents are not intended to and should not be
construed as legal advice.*

***Please note: These admonitions are a sample only and cannot/should not be
used without having your own attorney review and approve the contents and
applicability to your investigation.***