

# **UNIVERSITY OF ROCHESTER POLICY 106 INVESTIGATION**

## ***Information for Witnesses***

1. The full text of Policy 106 is available at <http://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf>. Please take a few minutes to read through it at your leisure and familiarize yourself with the policy, including the investigation process.
2. As a University employee, the University expects you to fully cooperate in this process and to answer all questions truthfully and completely.
3. The University requires that you keep anything relating to your interview (including any information discussed during the interview and the fact that an investigation is taking place) confidential. Please do not discuss this investigation or the allegations that are being investigated with anyone.
4. The investigator will endeavor to maintain the confidentiality of all information that is disclosed during a witness interview to the extent reasonable. However, absolute confidentiality cannot be guaranteed. Some information may need to be disclosed during the course of the investigation in order to make further inquiries. In addition, relevant information will be disclosed to University leadership in the final Policy 106 Report.
5. Policy 106 prohibits retaliation against anyone because they have participated in the Policy 106 process. You may not take any action against anyone that is retaliatory or that may be perceived as retaliatory against anyone because they have participated in this process. Likewise, if you believe that you are being retaliated against because you have spoken to the investigator, please notify the investigator right away.

*I have read and understood the above and agree to abide by the University's Policy 106 process.*

Name [print] \_\_\_\_\_

Signature \_\_\_\_\_