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Appendix 1:

**Confidentiality Agreement**

**Australian Catholic University Code of Conduct for All Staff**

*A Confidentiality Agreement must be obtained from each party to an investigation.*

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| A significant aspect of managing grievances/complaints/allegations and other issues involving staff at ACU is the issue of confidentiality. The following sets out the process for undertaking an enquiry/investigation into allegations or complaints raised which may, if proven, constitute a breach of the ACU Code of Conduct for All Staff. Please read the document carefully. You are invited to ask any questions you may have prior to signing it. You will be provided with a copy of this document. |

1. The University has decided to institute an enquiry/investigation into the issues involved which have been raised by staff via a grievance, complaint, or other allegation/s. If you are one of the parties or a witness involved in an investigation, you may bring a support person (observer) with you to the interview with the Investigator. (If you are the **Observer** (support person) your role is to observe the interview only). The interview can be halted at any time if you wish to take a break and reconvene at a later time.
2. Your co-operation in establishing the circumstances surrounding the matter is fundamental to the process of ensuring natural justice. Therefore your full and truthful witness is sought.
3. **Appropriate confidentiality must be observed by all parties involved.** This means that there must be no discussion by you with other people about the facts or substance of the details of interview or the allegations. Discussions with health, legal or other advisers or nominated senior officers of Australian Catholic University are permitted if you clearly state to those involved that all such discussions are confidential.
4. Breach of confidentiality would be viewed seriously by the University and may result in disciplinary action.
5. Untruthful or dishonest conduct in relation to any allegations, grievance or complaint, or conduct that could give rise to an allegation of victimisation by any other person involved in the process, would be viewed seriously by the University and may result in disciplinary action.

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| ***Confidentiality Agreement***  *I have read and understand the above. I agree to observe the protocols outlined and maintain confidentiality.* | |
| Name (please print) | |
| School/Unit | Contact Tel. |
| Signature | Date |
| Witnessed by | Date |