



**Terms and Conditions for Statement to be Read to Employee Prior to Interview/Investigation Form**

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June 2008

**STATEMENT TO BE READ TO EMPLOYEE PRIOR TO  
INTERVIEW/INVESTIGATION**

TO: \_\_\_\_\_  
(Name of Employee)

I am providing you with this written statement and ask you to read along with me as I read aloud to you.

My name is \_\_\_\_\_. I am employed with the Company's Human Resources Department. As you know, an employee here at the Company has asserted allegations of discriminatory treatment in the workplace. It has previously been communicated to you that the Company wishes to review these allegations.

As part of this review, I am talking to employees in an effort to gather evidence concerning any possibility of discrimination here at the Company. As part of the Company's review, I would like to ask you a few questions and have you answer them.

Before going any further, I want to inform you that you are under no obligation, in any way, to answer any of my questions. Participation in this conversation is totally voluntary on your part. You may leave now, or at any time during the course of our interview. I can assure you that no reprisals or disciplinary action will be taken against you if you choose not to talk to me, or based upon anything you may say to me. In asking you questions, it is not my intention to influence or persuade you in any way. Rather, the sole purpose of our conversation is to collect information concerning any possible discrimination here at the Company.

[Alternate] Before going any further, I want to inform you that, as an employee of the Company, it is a condition of employment that you answer my questions truthfully, completely, and with full candor. You are not to withhold any information from me that is relevant to review of this matter. Also, you are not to discuss any aspect of this meeting, the questions I ask you, or the subject matter of this interview with any individual. This matter is confidential and any discussion of it will subject you to immediate termination. Finally, you should understand you will not be subject to retaliation for the fact that you have participated in this interview or provided information. In the future, if you believe you have been subject to retaliation, you should contact me directly or follow the procedures set forth in the Company's EEO policy, a copy of which I am providing you.

I have read the foregoing statement along with the individual who read it to me. The individual did not vary the wording of the statement nor add anything.

\_\_\_\_\_

Date: \_\_\_\_\_