

## APPENDIX 1

### Confidentiality agreement

Dear Sir/Madam,

Following a report of potential SGBVH (sexual and/or gender-based violence and/or harassment), the company's management has launched an investigation which is currently underway.

The aim of this investigation is to gather testimonies and evidence from those involved directly (alleged victim and alleged perpetrator(s)) and indirectly (witnesses, managers, occupational health and prevention services, etc.) to establish the true facts and, if necessary, to take appropriate action.

It is in this context that we have called you in on *[date]* for (an) interview(s).

As long as we haven't reached any conclusion or taken any measure, we must reconcile our duty to take action and protect our staff with respect for each individual's rights of defence and dignity.

This is why we confirm the confidential nature of this case and consider that any breach to the duty of professional secrecy is susceptible to seriously harm those directly or indirectly implicated in this case.

We therefore ask you to treat this investigation and any information (oral or written) that will be brought to your attention in the course of this investigation as confidential.

By signing this letter, you commit to respecting the confidential nature of this information.

This confidentiality will also apply to any information exchanged between the persons involved in the investigation, whatever the medium. All notetaking and/or recording of any sort by the interviewees is strictly forbidden. To ensure the investigation is properly monitored and analysed, only the persons in charge of the investigation may take notes and vow to not distribute them outside of this investigation.

In this context, please fill-in the form below:

*I, the undersigned, **Ms/Mr [first name, last name]** hereby vow to respect the confidential nature of the ongoing internal investigation and of the discussions I shall have with **Ms/Mr [first name, last name of the investigator]**, the investigator.*

*I officially acknowledge that disclosing any confidential information may lead to civil and/or penal sanctions.*

*This confidentiality commitment is set for an indefinite period. If the situation were to extend to an external legal framework, the collected information may be used.*

*Signed for all legal purposes, on [date] in [location]*

*Signature of the person interviewed for the investigation*