Grievance Record: Confidentiality Agreement

A Confidentiality Agreement must be obtained from each party to a grievance.
Please indicate below the relevant party to this Agreement.

Confidentiality Agreement	☐ Grievant	☐ Respondent
	☐ Witness	☐ Observer

A significant aspect of managing grievances/complaints at ACU is the issue of confidentiality. The following sets out the process for undertaking an enquiry/investigation into an alleged grievance under the ACU Student Grievance Management Policy or Staff Grievance Management Policy and asks you to commit to this Confidentiality Agreement.

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. This is an enquiry/investigation into an alleged grievance/complaint at Australian Catholic University. If you are the **Grievant, Respondent or Witness,** you may bring a support person (Observer) with you to the interview. (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 cooperation in establishing the circumstances surrounding the matter is fundamental to the grievance/complaints process of 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 applications. Discussions with health, legal or other advisers or nominated senior officers of Australian Catholic University are permitted if you clearly stated 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 grievance/complaint, or conduct that could give rise to an allegation of victimisation by any other person involved in the grievance/complaint process, would be viewed seriously by the University and may result in disciplinary action.

6. Concise notes will be taken at any interview and a copy provided to you after the interview. A sign-off will then be requested that the notes reflect a true and accurate record of interview. You will have the opportunity to clarify the content of such notes if this is necessary, prior to signing them.

Confidentiality Agreement

I have read and understand the above.
I agree to observe the protocols outlined and maintain confidentiality.

Name (please print) _____

Course/Work unit _____ **Contact Tel.** _____

Signature _____ **Date** _____

Witnessed by _____

Signature _____ **Date** _____