

Confidentiality Agreement
Diversity Office



The purpose of an investigation interview is to obtain information that will assist the City in determining whether action is warranted. The City representative(s) conducting the interviews will inquire as to an employee's involvement and/or knowledge of the matter under investigation.

During the internal administrative review, the City will make every attempt to ensure the anonymity of employee(s) who contributed information during the investigation.¹ Upon request, the City will only release a written conclusion to the employee(s) under investigation. Only the names of the employee(s) under investigation will appear on the written conclusion.

To ensure that an investigation is comprehensive, the City of Tempe expects employees to be forthcoming with their information and that their comments are both complete and truthful. Any misstatement, and/or falsification of information provided by an employee may result in disciplinary action up to and including dismissal (Rules 406.B.28 and 406.B.31).

As part of the investigative process, you shall maintain complete confidentiality of any and all discussions and correspondences whether electronic written, or verbal in nature relating to the aforementioned investigation. However, you are accorded the right as an employee to contact at any time city designated "safe havens," which include the Human Resources Department, the City Attorney's Office, and/or the Diversity Office.

My signature certifies that I have read and understand all statements made on this form and acknowledge my responsibilities, as a City Tempe employee, in the investigate process.

Employee's Name (*Please Print*)

Employee's Signature/Date

¹ The City may need to divulge additional information should the matter escalate to a higher level such as a criminal investigation or litigation and/or should it be necessary to fulfill the City's investigative duties.