

## b) Initial Interview document

### Introductory Remarks and Questions

On (ADD DATE), the Agency (ADD AGENCY NAME) was informed by (ADD WHISTLER BLOWER NAME/COMPLAINANT NAME/LOCAL PARTNER REFERRAL NAME) in (ADD LOCATION) that they were notified of possible sexual misconduct involving a (ADD AGENCY NAME)' (SELECT APPROPRIATE CATEGORY staff/volunteer/local partner staff/volunteer) working in (ADD LOCATION).

#### INTRODUCTION

Date: ADD DATE

Participants:

- a) ADD AGENCY PSEA LEAD/FOCAL POINT NAME, TITLE AND LOCATION
- b) ADD ADD WHISTLER BLOWER NAME/COMPLAINANT NAME/LOCAL PARTNER REFERRAL NAME

#### Introduction to the meeting

Thank you for accepting to participate to this interview today. We really appreciate it.

On (ADD DATE), the Agency (ADD AGENCY NAME) was informed by (ADD WHISTLER BLOWER NAME/COMPLAINANT NAME/LOCAL PARTNER REFERRAL NAME) in (ADD LOCATION) about a possible sexual misconduct involving a (ADD AGENCY NAME)' staff/volunteer/local partner staff/volunteer working with the Agency in (ADD LOCATION).

I would like to inform you that at the Agency we understand the sensitivity of this complaint and we are committed to addressing it with the highest priority. The Agency has established a culture of zero tolerance for sexual harassment, exploitation and abuse in all the work that we do, and that any allegation of sexual misconduct will be taken seriously, duly investigated and any appropriate disciplinary action taken against the perpetrator following an investigation process.

My name is \_\_\_\_\_ and I have been asked by the Agency to talk to you today so we can gather the key information about your complaint to better understand it and address it. I'm the Agency's (ADD INTERVIEWER'S ROLE) based in (ADD CITY), (ADD COUNTRY).

Questions	Response	Additional Comments/Observations
<p>1. How are you doing today?</p> <p>I know that this is a sensitive/difficult topic to discuss, so please take the time that you need to respond to my questions.</p>		
<p>2. Have you submitted a verbal/written/online complaint regarding a misconduct/incident involving an Agency (staff/volunteer/local partner staff/volunteer) working with the Agency in _____?</p> <p>Please tell me about your complaint and please provide all the details related to the reported incident/misconduct.</p> <p>Example: provide the date, time, location, details about the incident/misconduct, name of people involved including witnesses if any.</p>		
<p>3. How have you become aware of this incident/ misconduct?</p>		

<p>Please provide all the information that you have that can help us to better understand this situation.</p>		
<p>4. Have you been affected by this misconduct/incident?</p> <p>Please provide all the information that you have that can help us to better understand this situation.</p> <p>If the complainant is also a survivor, ask if they feel safe and secure and what type of immediate support can be provided by the Agency.</p> <p>Example: Medical, Psychosocial, Safety and Security etc.</p>		
<p>5. If you were not affected by this incident/misconduct, do you know who had been affected?</p> <p>Please provide all the information that you have that can help us to identify the people who were affected.</p>		
<p>6. Do you know the names and phone numbers of the potential survivors?</p>		

<p>Do you know if any of the survivors is a minor (&lt;18 years old).</p> <p>It's very important for us to know the name and phone number of the survivor(s) so we can provide them with the support needed.</p> <p>Example: Medical, Psychosocial, Safety and Security etc.</p>		
<p>7. Are you currently concerned about your wellbeing or your Safety and Security situation?</p> <p>Please provide all the details so we can provide you with the support needed.</p>		
<p>8. Add any other question that could help you to better understand the incident/complaint/misconduct and to confirm its reliability/credibility.</p>		

I thank you very much for this interview. I have to remind you that you need to keep this interview and all discussion about this matter **confidential**. I do not want you to talk about this in the office/community or to identify the respondent. It is not appropriate at this stage. You can of course, discuss it with:

- A close friend or counselor for support,
- Members of your immediate family who you use for support.

I also have to remind you that neither you nor your friends or family should be contacting the respondent and they will also be advised that they cannot contact you or have anyone else contact you in any way about this matter.

I will send you by email a copy of this interview so you can review by notes and confirm that they reflect our conversation and the information you have provided. Please send it back by email to the following email address \_\_\_\_\_ by \_\_\_\_\_.

Thank you again for your willingness to participate in this conversation. Once we have confirmed that there is enough information that the alleged misconduct could constitute a safeguarding violation, we will initiate a formal safeguarding investigation and we will communicate you the next steps.

Please do not hesitate to contact me if you have any question, comment or concern about the complaint you submitted, your well being/safety and security, or if you require additional support from the Agency.

ADD INTERVIEWER NAME:

ADD INTERVIEWER Email:

Date: