

Annexure D

Format of Witness statement

Sr. No.	Query	Particulars
I.	Name of witness	
II.	Address and contact number	
III.	Designation	
IV.	Immediate supervisor	
V.	Employer	
VI.	Witness for Complainant or Respondent	
VII.	Details of the incident	
VIII.	Date and time of incident(s)	
IX.	Place of incident(s)	
X.	Circumstances	
XI.	Number of occurrences witnessed	
XII.	Reaction to the incident by Complainant/ Respondent	
XIII.	Any oral or written evidence of the incident	
XIV.	Any further details	
<p>1. I state that the information as stated above is true and accurate. I hereby confirm that I shall at all times maintain the confidentiality of all information that I am privy to and that may be shared with during the course of the inquiry proceedings. I will not, either directly or indirectly, make any disclosure of any confidential information to any third party.</p>		
Date:		
Signature of Witness		