

The Complete Compliance and Ethics Manual 2024

Appendix 3-T: Sample Investigator Script

Below is a sample script for use by an internal investigator when introducing themselves and the investigation to a witness. This should be customized and adjusted as needed to be appropriate for your organization.

My name is [X], here is my business card with my contact information. I am conducting a workplace investigation. It is a serious matter, and you are being asked to assist us. We are trying to find out what happened so we can advise management accordingly. We appreciate your time and cooperation.

If the investigator is an attorney and the investigation is being conducted under the attorney–client privilege, provide the Upjohn warning (see “Sample Upjohn Warning”). Regardless of whether it is appropriate to provide the Upjohn warning, the investigator should inform witnesses as follows:

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