



**THE TRIAL COURT OF MASSACHUSETTS
EXECUTIVE OFFICE OF THE TRIAL COURT**

Office of Workplace Rights & Compliance
Two Center Plaza, Suite 540
Boston, MA 02108

Jeffrey A. Locke
Chief Justice of the Trial Court

John A. Bello
Court Administrator

Margaret Peterson Pinkham
Director

INVESTIGATION PARTICIPANT INFORMATION SHEET

Please carefully read the Massachusetts Trial Court's PPPM Section 5: Policy Prohibiting Discrimination, Harassment, Retaliation and Complaint Resolution Procedures. It is your responsibility to understand its contents and ask any questions or raise any concerns with the Investigator.

The Investigator is an impartial fact finder and is not an advocate for any party to any investigation, including yourself. Your rights and responsibilities under the Policy are:

- to cooperate fully with the investigation;
- to ask questions about the process prior to answering any investigative questions;
- to request a reasonable accommodation to enable full participation in the investigation;
- to request an interpreter (please note this needs advance notice to the Investigator so that proper arrangements can be made);
- to be truthful and honest in your responses;
- to present your own knowledge of the incident(s) and view of the circumstances surrounding this allegation(s), and pose/raise any questions for consideration;
- to suggest names of persons who may have direct relevant information regarding this allegation(s);
- to provide all relevant information, including original documents, texts, emails, videos, etc. to the Investigator before, during, or following the interview;
- to consent to a follow up interview as may be needed;
- to have a personal representative, if you so choose, such as a union steward (you are responsible for arranging their presence).

No statement given during the investigation is "off the record"; your statements and/or your name may be used in final reports that are distributed to others, such as your supervisor or manager.

You are required to maintain the confidentiality of your testimony and other information pertaining to the investigation, strictly limited to those on a need-to-know basis.

You have the right to be free from any undue influence or retaliation and to refrain from undue influence or retaliation against any of the parties. It is your responsibility to inform the Investigator immediately of any such action.

