**Confidential Witness Statement Form**

**1. Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case/Incident Number:** | 2025-INV-014 | **Date of Report:** | 10 October 2025 |
| **Time of Report:** | 2:30 PM | **Department/Location:** | Finance Department – 3rd Floor |
| **Investigator’s Name:** | Sarah Malik |  |  |

**2. Witness Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** | John Anderson | **Employee ID (if applicable):** | EMP-0974 |
| **Job Title/Position:** | Accounts Officer | **Department:** | Finance |
| **Contact Number:** | +1 555 234 5678 | **Email Address:** | john.anderson@company.com |
| **Relationship to Incident:** | Eyewitness / Colleague / Observer (specify) | | |

**3. Incident Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Incident:** | 9 October 2025 | **Time of Incident:** | Around 11:45 AM |
| **Location of Incident:** | Conference Room B | **Individuals Involved:** | Mark Lewis (Manager), Emma Clark (Analyst) |
| **Type of Incident:** | Verbal Altercation / Policy Violation / Harassment / Other (specify) | | |

**4. Witness Statement**

**Describe in detail what you observed or heard. Include dates, times, actions, and exact words if possible.**

*“I was present in the conference room when Mr. Mark Lewis raised his voice at Ms. Emma Clark regarding a project delay. The situation became tense, and I observed several coworkers visibly uncomfortable. No physical contact occurred, but the tone was aggressive.”*

**5. Supporting Evidence (if any)**

|  |  |
| --- | --- |
| **Type of Evidence** | **Description / File Reference** |
| Email Screenshot | Conversation between Mark and Emma dated 9 Oct 2025 |
| CCTV Footage | Requested from Security Office – Camera B3 |
| Other | Witness list attached |

**6. Confidentiality Acknowledgment**

I understand that this statement will be treated as confidential and used solely for the purpose of internal investigation. I agree to cooperate with the investigation if further clarification is required.

| **Signature of Witness** | **Date** |
| --- | --- |
|  |  |
| **Signature of Investigator/Officer** | **Date** |
|  |  |

**7. Office Use Only**

| **Field** | **Details** |
| --- | --- |
| **Statement Received By:** |  |
| **Date Received:** |  |
| **Action Taken / Case Status:** |  |