



Bell American Group Witness Statement Guidelines

1. Include Full Name, position, and length of service.
2. Review **No Retaliation Policy (see below)** and agree that this statement is being provided voluntarily.
 - a. *All questions and reports of known or suspected violations of the law or company policy will be treated with maximum sensitivity and discretion. Confidentiality will be protected to the fullest extent possible, consistent with applicable law. Retaliation is strictly prohibited against any person who, in good faith, seeks help or reports known or suspected violations of company policy or the law.*
3. Please reference all individuals named in statement by full name and position (at least once at the beginning of the statement).
4. Provide all relevant documents and witness statements.
5. Provide detailed notes of what was witnessed, including dates/times, results and actions. **Statements should be fact based and avoid assumptions, conclusions and speculations.**
6. The purpose of the meeting has been discussed with me.
7. Please be sure to spell check statement and each document should be signed and dated.
8. If I recall or learn any additional information, I will provide it to the Human Resources.
9. I agree to provide full and honest answers/information
10. I understand that I will not be retaliated against for giving truthful responses and that there are risks for lying or falsifying information. My statements are **based on personal knowledge.**

