**CONFIDENTIALITY NOTICE**

In accordance with section VIII of Mayor’s Order 2023-131, dated October 31, 2023, all information and documents contained in a sexual harassment complaint file, and all information received during the investigation of a complaint, shall be confidential to the greatest extent possible.

[AGENCY] has taken all reasonable steps to ensure that no information contained in a complaint file is disseminated except in furtherance of an investigation; resolution of allegations; execution of any consequences stemming from an investigation; when lawfully released; or when required by a court order.

 [AGENCY] also urges that you maintain an appropriate level of confidentiality when discussing information during the duration of this investigation to protect the integrity of the investigation.

Please be aware that during an investigation, [AGENCY] will promptly contact the subject of the complaint to advise the individual of the complaint and its substance as well as provide the individual with an opportunity to respond to the allegations. Moreover, [AGENCY] may have to disclose information to other individuals to gather more information in furtherance of this investigation.

While [AGENCY] will use the utmost diligence in safeguarding your confidentiality pursuant to section VIII of Mayor’s Order 2023-131, the confidentiality requirement does not prohibit [AGENCY] from reporting a suspected illegal or improper act related to a sexual harassment investigation to an appropriate law enforcement, legal, or investigating organization. The confidentiality requirement also does not prohibit [AGENCY] from cooperating with such organizations in any related investigation.

**ACKNOWLEDGEMENT**

I hereby acknowledge the receipt of this Confidentiality Notice and that any sexual harassment investigation by [AGENCY] will be subject to the terms outlined above.

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|  |  |  |
| Name (Print) |  |  |
|  |  |  |
| Signature |  | Date |