

## **Affidavit of Confidentiality**

1. I solemnly swear that I will faithfully abide by the responsibility of presiding officer/Committee members and will do the best of my ability to protect and create a working environment free from any form of harassment, abuse and exploitation within the organization and locations we operate in.
2. I will remain committed to strengthen the policies, procedures, and transparency of all incidents, no matter where they occur and the person involved.
3. Under no circumstances, pressure, affection or pursuance will I disclose any information or leak identity of the victim, incidents, respondents, or such to anyone in or outside the organization.
4. I will not leak any information which I have received as a capacity of official investigation member to event to the closet person in my life.
5. I take pledge that if someone will try to extract information out of me, I will immediately report to the concerned authority whoever it may be.
6. I will report every incidence to the concerned authorities as per policy and will strive hard to establish a reporting culture of all allegations and misconduct.
7. I will ensure comprehensive review of incidents and complaints in accordance to Prevention and redressal of sexual harassment policy only by ensuring appropriate confidentiality and legality and subsequent action of the same.
8. I swear to speak the truth, and not misinterpret any statement or comment made by victim, respondent, fellow investigators, external members or witnesses based on my prejudice/presumption about any person.
9. I pledge that I will make all the communication through official email ids only and will not use personal mails, social media platform for transfer of evidences and reports.
10. I will protect the evidence, witness and documents and will not disclose any information other than that asked for by the concerned authorities.
11. I will not stretch the victim and accused for sharing the personal things which are not related to case and also will not keep any expectations to know everything which are not related to case.
12. I will make sure that whatever information I will get during the case, I will not use that information for any future references.
13. Once the case is closed, I will not re open the discussions on same case with victim or accused even at personal level until unless asked by competent authority.
14. Throughout my association with UPAY as a Presiding officer/\_\_\_\_\_, I will make sure the actions are taken rightfully with complete honesty and the acts, statements and evidences which are misleading in nature shall be condemned.
15. I pledge to uphold our values of integrity, team work and devotion to duty and combat harassment through swift, sure and firm but fair action to protect and provide safe working environment.
16. I will create an environment where people will trust us and bring the issues in our notice keeping that it will be resolved in an unbiased way.

**Signature (with Name, Zone, Designation and date)**