

## What to expect from an interview with the INWO

### *Why does the INWO want to interview me?*

When the INWO investigates a whistleblowing complaint, we conduct interviews with a range of people in order to gather the information we need. There are a number of reasons that you may be invited to an interview. For example, it could be because:

- you raised the whistleblowing complaint with us or have been mentioned by the whistleblower
- you work in or manage a particular area and we think you may be able to provide context on how things work there
- you may have witnessed something that relates to the complaint that the INWO is investigating
- you were involved in the original investigation of the whistleblowing concern within your organisation
- your role relates to the whistleblowing process within your organisation (for example you are a confidential contact or investigator)

Investigations undertaken by the INWO are impartial and the purpose of the interview is to help our investigators understand what has happened or is happening, not to assign blame or try to catch people out. INWO staff will be open and honest about the reasons for the interview and why we think you can provide useful information for our investigation. If you are invited to an interview, we will expect you to be open and honest with us in turn.

**All interviews are confidential.**

### *What happens if the INWO want to interview me?*

The INWO's lead investigator will send you a letter or email to let you know that they wish to interview you and briefly explain what the interview will be about. You will be invited to contact them to discuss the most convenient time for your interview. We normally conduct our interviews by video calls, via MS Teams or a similar platform, unless you need us to conduct the interview in an alternative format, such as by

phone. After the investigator has agreed these arrangements with you, they will confirm the details of the appointment in writing.

On the day of the interview, two members of INWO team will conduct the interview with you. You can bring someone along to the interview for support if you like, although they should not answer questions or speak on your behalf. They must also agree to keep the content of the interview confidential. The interview will normally be recorded and a copy of the recording can be made available to you if you would like one. We request that you keep your copy confidential too.

The only people who will have access to these recordings are the INWO team investigating the complaint.

### ***How long will the interview take?***

The length of the interview can vary but they normally take between 1-2 hours.

### ***Do I have to attend an interview?***

Interviews can be an important part of the investigation process for the INWO and we value the contributions from everyone involved. We invite participants for interview because we think they can help us to understand the information we are looking at or provide us with new information that could help us reach a decision. We expect everyone invited to an interview to attend, unless there are good reasons why not.

We do understand that you might have questions or concerns about being interviewed. You can always contact the lead investigator for more information or to discuss your concerns. Their contact details will be on the letter you receive from us.