



## PROTECTED DISCLOSURES REPORTING FORM

The HSE welcomes workers making protected disclosures under the Protected Disclosures Act 2014. Where possible, this form should be used for making a protected disclosure.

Before completing this form, a worker should:

- a) Consider whether what is being disclosed is a protected disclosure and whether the HSE's Protected Disclosures Procedures (the "**Procedures**") are relevant and applicable or whether another HSE policy (such as the Grievance Procedure/Dignity at Work Policy) is applicable.
- b) Ensure that she/he has a reasonable belief that the information being disclosed tends to show one or more relevant wrongdoings, as set out in paragraph 4.6 of the Procedures.

### 1. Name of worker making the disclosure

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### 2. Job title

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### 3. Department

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### 4. Name and address of organisation

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### 5. Please provide contact details at which the Authorised Person may contact you:

Address:

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Tel no.:

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E-mail:

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**6. Please indicate whether you want your identity protected?**

**YES**

**NO**

**7. Details of the disclosure (care should be taken to only include the name(s) of individual(s) directly relevant to the report)**

Details that should be included in a disclosure:

- type of wrongdoing in accordance with the provisions of legislation (if known);
- the date of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced or was identified;
- whether or not the alleged wrongdoing is still ongoing;
- whether the alleged wrongdoing has already been disclosed and if so, to whom, when, and what action was taken;
- information in respect of the alleged wrongdoing (what is occurring/has occurred and how) and any supporting information;
- any other relevant information.

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\*Please add additional pages if necessary

**Signature:**

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**Date:**

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**Completed forms are to be returned to:**

**HSE Office of the Authorised Person,  
Dr Steevens' Hospital,  
Dublin 8,  
D08 W2A8**

For further information please contact The Office of the Authorised Person, in confidence

**Tel:** 01 635 2202

**E-mail:** [protected.disclosures@hse.ie](mailto:protected.disclosures@hse.ie)

\*Office hours are 10am to 1pm and 2pm to 5pm Monday to Friday

or

**Visit our webpage at:** <https://www.hse.ie/eng/about/qavd/protected-disclosures>