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 m	aking the disclosure			
2. Job title				
3. Department				
4. Name and address	of organisation			
5. Please provide cor	ntact details at which t	he Authorised Pe	erson <u>may</u>	<u>contact</u>
Address:				
Tel no.				
E-mail				
6. Please indicate wh	ether you want your ide	entity 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:

Any other relevant information.

- 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;
- *Please add additional pages if necessary

 Signature

 Date

Completed forms are to be returned to:

HSE Office of the Authorised Person
An Clochar
Ballyshannon Health Campus
College Street
Ballyshannon
Co Donegal
F94TPX4

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

Tel: 071 98 34651

E-mail: 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/gavd/protected-disclosures/