

## FORM for reporting a Protected Disclosure

Please provide your name and contact details

*(This is optional - When making a disclosure, you may do so anonymously. It may be difficult for the Organisation to properly investigate the matters disclosed if a report is submitted anonymously and therefore the Organisation encourages you to share your identity when making a disclosure, however you are not required to do so. Where a disclosure has been made and you provide your contact details, those contact details will only be provided to the investigator with your consent).*

Please provide details with respect to the location of the incident/s

Please describe the facts/ activities/ events that underpin this Protected Disclosure (such as financial / operational / legal / other compliance breaches) and include sufficient information for an independent person to understand the concern and to enable further investigation

Please state the full name(s) and title(s) of the individuals whom you suspect of wrongdoing

How many times has this occurrence taken place (if applicable)?

How long has this occurrence been taking place?

How did you become aware of the facts/activities/events reported (e.g. I was involved in the events, I am a victim, I witnessed the event as a third party)?

Would you like to arrange a meeting with the Designated Person to discuss the matter?

Have you already reported the facts/activities/events to other authorities/entities (if so, please indicate which ones)?

Any attachments

I confirm that I am making this disclosure in good faith.

I understand that malicious disclosures (i.e. disclosures that I make knowing to be untrue) may be dealt with as a disciplinary matter.