# Appendix A: Disclosure Notification Form

Before you complete this form, you should read this full policy document on protected disclosure reporting in the workplace carefully and ensure that the subject matter of your concern is covered by the legislation.

Please note that a protected disclosure, in the Act, is a **disclosure of information** which, in your **reasonable belief** tends to show one or more **relevant wrongdoings**; came to your attention in a **work-related context**; and is disclosed in the manner prescribed in the Act. If you make a protected disclosure which you know or reasonably ought to know to be false, you will be guilty of an offence under the legislation.

|  |  |
| --- | --- |
| Discloser’s Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | wishes to make a disclosure under the Protection Disclosures Act 2014 as amended by The Protected Disclosures (Amendment) Act 2022 |
| Position in the Organisation & Place of Work |  |
| Category of Wrongdoing |  that a miscarriage of justice has occurred, is occurring or is likely to occur, that the health or safety of any individual has been, is being or is likely to be endangered,  that the environment has been, is being or is likely to be damaged,  that an unlawful or otherwise improper use of funds or resources of a public body, or of other public money, has occurred, is occurring or is likely to occur,  that an act or omission by or on behalf of a public body is oppressive, discriminatory or grossly negligent or constitutes gross mismanagement,  that a breach of specified EU law set out in the Directive has occurred, is occurring or is likely to occur, or  that information tending to show any matter falling within any of the preceding paragraphs has been, is being or is likely to be concealed or destroyed or an attempt has been, is being or is likely to be made to conceal or destroy such information.  that the health or safety of any individual has been, is being or is likely to be endangered,  that the environment has been, is being or is likely to be damaged,  that an unlawful or otherwise improper use of funds or resources of a public body, or of other public money, has occurred, is occurring or is likely to occur,  that an act or omission by or on behalf of a public body is oppressive, discriminatory or grossly negligent or constitutes gross mismanagement,  that a breach of specified EU law set out in the Directive has occurred, is occurring or is likely to occur, or  that information tending to show any matter falling within any of the preceding paragraphs has been, is being or is likely to be concealed or destroyed or an attempt has been, is being or is likely to be made to conceal or destroy such information. |
| Wrongdoing Date(s)  | *[of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced]* |
| History | *[Has this alleged wrongdoing already been disclosed, if so, to whom, when and what action was taken?]* |
| Details of the protected disclosure[[1]](#footnote-1) | *[care should be taken to only include the name(s) of individual(s) directly relevant to the report]* |
| Contact Details | *[e.g. address, telephone, email…]* |
| Signature |  |
| Date |  |

1. Anonymous disclosures will be acted upon to the extent that this is possible given the constraints in obtaining further information on the alleged wrongdoing [↑](#footnote-ref-1)