



Details that should be included in a Protected Disclosure

It is recommended that, at a minimum, protected disclosures should include the following details:

- a. that the disclosure is being made under the Protected Disclosures Act 2014 and that the discloser believes the information and any allegation contained therein to be substantially true;
- b. the discloser's name, position in their organisation, place of work and confidential contact details;
- c. the date of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced or was identified;
- d. whether or not the alleged wrongdoing is still ongoing;
- e. whether the alleged wrongdoing has already been disclosed and if so, to whom, when, and what action was taken;
- f. information in respect of the alleged wrongdoing (what is occurring/has occurred and how) and any supporting information;
- g. the name of the person(s) allegedly involved in the alleged wrongdoing (if any name is known and the discloser considers that naming an individual is necessary to expose the wrongdoing disclosed); and
- h. any other relevant information.