# Appendix A

Kildare County Council: Policy & Procedure on Protected Disclosures – Internal Reporting

**Strictly Confidential**

**Kildare County Council**

**Form for Reporting a Protected Disclosure – Internal Policy**

|  |  |
| --- | --- |
| **NAME** *(Optional):* |  |
| **AREA OF WORK** *(Optional):* |  |
| **CONTACT DETAILS** *(Optional):* |  |
| **DATE OF SUBMISSION OF FORM** |  |

1. Please give date of alleged wrongdoing (if known) or date the alleged wrongdoing commenced or was identified: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is the alleged wrongdoing ongoing? Yes No
3. Has the alleged wrongdoing already been disclosed to any member of management or another worker/worker? Yes No

If so when was the wrongdoing disclosed and to what effect?

|  |
| --- |
|  |

1. Please give details of alleged wrongdoing and any support information:

|  |
| --- |
|  |

1. Please give name of the person(s) (if known or applicable) allegedly involved in alleged wrongdoing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Any other relevant information:

|  |
| --- |
|  |