## ENTERPRISE IRELAND EMPLOYEE DISCLOSURE REPORTING FORM

Enterprise Ireland welcomes the reporting of disclosures under the Protected Disclosures Policy. The Protected Disclosures Policy is part of the organisation’s approach to good governance as it seeks to deter, prevent and detect fraud and other significant malpractices. Before completing this form, you should:

a) Consider whether the Protected Disclosures Policy is the appropriate policy under which to report your concern (matters of private interest may be reported under grievance or bullying and harassment policies through the Human Resources Unit)

b) Ensure that the report is being made in relation to a matter that you have reasonable grounds to be concerned about.

Details of person making the disclosure

|  |  |
| --- | --- |
| Name of Person: |  |
| Position in Enterprise Ireland: |  |
| Confidential Contact Details: |  |

A concern may be raised anonymously. However, on a practical level it may be difficult to investigate such a concern and facilitate appropriate follow-up.

Please state the name(s) and/or division(s) involved:

|  |
| --- |
|  |

Which of the following best describes the alleged situation? (Mark all that apply with an X)

|  |  |
| --- | --- |
|  | That an offence has been, is being or is likely to be committed; |
|  | That a person has failed, is failing or is likely to fail to comply with any legal obligation, other than one arising under the employee’s contract of employment or other contract whereby the employee undertakes to do or perform personally any work or services; |
|  | 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 damaged; |
|  | 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; 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. |

What is the relationship of the individual(s) involved in the alleged situation to Enterprise Ireland? (Mark all that apply)

|  |  |
| --- | --- |
|  | Employee of Enterprise Ireland |
|  | Vendor/Service Provider |
|  | Contractor |
|  | Other (please specify) |

Provide a brief summary of the alleged improper activity and the name of any person(s) allegedly involved in the wrongdoing, if known and if you consider that naming an individual is necessary to report the wrongdoing. Care should be taken to only include the name(s) of individual(s) directly relevant to the report. The details provided by the discloser should be sufficient to enable a person without prior knowledge to understand the issue:

|  |  |
| --- | --- |
| Date of occurrence (or the date the alleged wrongdoing commenced or was identified) |  |
|  |

Has this activity been reported to any other person or division?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If yes, what action was taken?

|  |  |
| --- | --- |
| Date of previous disclosure |  |
| Name of individual it was disclosed to |  |
|  |

Is this alleged wrongdoing still on-going?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Please state any other relevant information (e.g. any professional and/or personal interests in the matter)

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

The above concern has been notified to me and I have confirmed with them that the above details are accurately recorded (please attach copy of written confirmation with employee making the disclosure).

|  |  |
| --- | --- |
| Recipient Name |  |
| Division |  |
| Phone No. |  |
| Email |  |
| Date |  |

Completed forms should be emailed to:

**Name:** Paula Maguire

**Position:** Secretary to the Board

**Contact Details:** +353871178105

**Email address:** protecteddisclosures@enterprise-ireland.com