





## Guidelines on Completing Form OPWPD01

1. Describe the alleged relevant wrongdoing in the yellow box. Attach additional pages if there is insufficient space but ensure that each is headed *Description of Alleged Wrongdoing*.
2. Indicate the seriousness of the alleged wrongdoing on a scale from 1 – 5, where 5 is the most serious and 1 is the least serious.
3. Tick the *Yes* checkbox if the alleged wrongdoing is ongoing; otherwise tick the *No* checkbox. Tick the *Yes* checkbox if the alleged wrongdoing is likely to occur in the future; otherwise tick the *No* checkbox. Only **one** of these *Yes* checkbox should be ticked.
4. Provide any other relevant information that shows the alleged relevant wrongdoing in the orange box. The specific nature of the alleged relevant wrongdoing should be communicated at the time the disclosure is made.
5. Give the date of the alleged wrongdoing (if known) or the date the alleged relevant wrongdoing commenced or was identified (if known).
6. Include the name of the person(s) (if known or applicable) allegedly involved in the green box to assist with the investigation of the matters raised in the disclosure
7. Tick the *Yes* checkbox in the pink box if the alleged wrongdoing has already been disclosed to any member of management and, if so, state to whom, when and to what effect.
8. Supply discloser's contact details, including name, grade, business unit, work address, work/home landline numbers, work/personal mobile numbers and work/personal email addresses and for each tick *Yes* or *No* to indicate the contact channel(s) which the discloser will permit. The discloser will only be contacted via the channel(s) where they have ticked *Yes*. If a discloser does not wish to use a particular channel (e.g. a personal mobile number), it is not necessary to supply contact details for it, but it is useful to supply details for a contact channel (e.g. a work phone number/email address) through which the discloser definitely does not wish to be contacted. Obviously, where a discloser wishes to remain anonymous, all of these details will be omitted.
9. In the white box, state whether or not confidentiality is expected. Sign the disclosure, unless it is to be anonymous. Date the disclosure.