This information is required to help our caseworkers to understand your case and assist us in trying to find the best route forward with you.

It is also useful if you attach your whistleblowing policy and contract if you have them.

Name

Date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Time | People/Witnesses  Who was involved, include any victims and incidental witnesses – initials or job titles are sufficient | Incident/Disclosure  Give a brief outline of what happened and why, also make clear any breaches to regulations and rules | Evidence  This could be any of the following; diary entry, phone record, official form, email, letter, etc | Comments  Anything that helps contextualise the situation such as what effect it had on you or others |
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