This timeline is required to help us 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.*

**Please include only the following**: *(we will ask for further details when we have established that a proper disclosure has taken place).*

1. **Disclosures** - This is the actual incident or act that you reported or want to report.

**IMPORTANT**

* Whistleblowing Disclosures - **can be oral or in writing**.
* You may not know have known that you were whistleblowing but you must have or have had a **reasonable belief** that your employer (or a third party) has failed in terms of legal obligation which has or could result in the committing of; a criminal offence or breached health & safety or safeguarding rules.
1. **Detriments** - These are acts which have damaged you either financially, physically or otherwise. A detriment may include suspension, exclusion, docked pay, lack of advancement and opportunities.
2. **Evidence** – It is not essential to prove that what you are saying happened but if you do have evidence it helps, please indicate but do not go into detail.

**Name Date**

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| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Disclosure***Example 1 - I disclosed to my supervisor that Dr X had mis-prescribed the medication for patient Y.**Example 2 - I raised a grievance because my manager asked me to change the dates on the fresh food that had become out of date.* | **Detriment***Example 1. I was told that I had been suspended while an investigation took place and then I found out that I have been accused of bullying my colleagues.**Example 2 – My hours were changed without consultation and my supervisory role has been removed. No one is speaking to me.* | **Evidence***This could be any of the following; diary entry, phone record, official form, email, letter, etc*.  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
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| 3. |  |  |  |  |  |
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