**PID - Internal Report Form**

To be completed and submitted to:

* Your manager or supervisor
* A Disclosure Officer
* The Disclosure Coordinator: [daniel.bell@newcastle.edu.au](mailto:daniel.bell@newcastle.edu.au)

*(Refer to UON’s* [*Public Interest Disclosure Policy*](http://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document?RecordNumber=D15/167112) *for further details)*

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| --- | --- | --- | --- |
| **Details of reporter** *(You can make an anonymous report by leaving this section blank)* | | | |
| Name: |  | | |
| Position: |  | | |
| Division/Unit/Employer/Other: |  | | Preferred method of contact |
| Telephone: |  | | Telephone |
| Email: |  | | Email |
| Postal address: |  | | Post |
| **Details of the wrongdoing being reported** | | | |
| Description:   * *What happened?* * *Where did this happen?* * *When did this happen?* * *Is it still happening?*   *[Attach an additional page if required]* |  | | |
| How did you become aware of this? |  | | |
| Name and position of people involved in the wrongdoing: | Name | Position | |
|  |  | |
|  |  | |
|  |  | |
| Attach any additional relevant information or indicate where supporting evidence may be found: | Supporting evidence | | Attached |
|  | |  |
|  | |  |
|  | |  |
| Name and position of other people who may have additional information: | Name | Position | |
|  |  | |
|  |  | |
|  |  | |
| **Statement** | | | |
| I honestly believe that the above information shows or tends to show wrongdoing.   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | | Signature of reporter  *(Do not sign if you want to make an anonymous report)* |  | Date report submitted *(Essential information)* | | | | |