**IN-CONFIDENCE**

|  |
| --- |
| **REPORT OF A SERIOUS WRONGDOING (Protected Disclosure)** |
| **INTRODUCTION** |
| This form is to help you:* make a report of serious wrongdoing (Protected Disclosure) at the Tertiary Education Commission (TEC), or
* report serious wrongdoing to TEC as an external appropriate authority in accordance with TEC’s internal procedures.

People who report serious wrongdoing help to uphold the integrity of the Public Sector and are protected under the Protected Disclosures (Protection of Whistleblowers) Act 2022.We want to ensure that you fully understand your rights and our obligations towards you under the Act. So, before you submit your report to us, we strongly encourage you to go to the Office of the Ombudsman’s website to read these documents:* Making a protected disclosure: A guide to ‘blowing the whistle’, and
* Checklist: Can I make a protected disclosure?

You may also talk confidentially with a manager at TEC, with the Ombudsman’s Office (0800 802 602) or with any external appropriate authority about your concern.TEC will protect your personal details in accordance with the Act. However, you may choose to submit your report through a third party or anonymously. Please be aware that if contact details for you or the third party are not provided, we may be limited in our ability to fully review and investigate the matter you raise with us, and we will not be able to keep you informed of our actions or progress. Nonetheless, you can be assured that we will treat your report seriously and endeavour to do our best with the information that we have.Your report will be presented to the Chief Executive (or Board Chair if appropriate) as the responsible decision-maker for responding to and managing a Protected Disclosure. |
| **OVERVIEW OF SERIOUS WRONGDOING** |
| **Is your report about serious wrongdoing at TEC? If ‘no’, please provide the organisation’s name.** **Have you raised your concerns with anyone at TEC or externally? If ‘yes’, please provide these details:*** **Who did you contact?**
* **What organisation did you contact?**
* **When did you make contact?**
* **What response have you had (if any)?**
* **Did you contact others confidentially?**

**Who is involved in the serious wrongdoing?****What business unit/s or areas are involved in the serious wrongdoing?****Please provide an overview of the major concerns you have that led to your decision to submit this report.****Do you have any evidence of the serious wrongdoing? If so, please provide details and attach any relevant documentation.** |

|  |  |
| --- | --- |
| **Discloser or third party details (optional)** | **Receiver details (mandatory)** |
| **Name:** | **Name:** |
| **Contact details:** | **Position:** |
| **Date report submitted:** | **Date report received:** |