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| 1. Has the investigator read and familiarised themselves with the content of Tusla’s Protected Disclosure policy? |  |
| 2. Has the investigator familiarised his or herself with the procedures for conducting an investigation, taking account of the principles of natural justice? |  |
| 3. Has particular note been taken of their responsibilities regarding the avoidance of the disclosure of information that might identify the person by whom the disclosure was made? |  |
| 4. Has particular note been taken of their responsibilities regarding the avoidance of the disclosure of information that might identify the person by whom the disclosure was made? |  |
| 5. Has the investigator discussed the disclosure with the PDR? |  |
| 6. Has the investigator meet with the discloser and advised them that their concerns will be taken seriously? |  |
| 7. Has it been confirmed with the discloser that he or she has read the most up to date version of Tusla’s policy on Protected Disclosures? |  |
| 8. Has it been confirmed that the Director of Human Resources (or an independent HR executive if appropriate): |  |
| * Has had receipt of the disclosure, * Is aware of the nature of the information contained therein, * Is aware of the outcome of the preliminary evaluation and that the matter has been referred to investigator for investigation |  |
| 9. Has the Discloser been advised: |  |
| * Who is carrying out the investigation? * That they will be kept updated of the progress of the investigation as appropriate? * Will be advised of the outcome when the investigation is completed? |  |
| 10. Have the limits of confidentiality as set out in the Protected Disclosure legislation been explained to the Discloser? |  |
| 11. Where it is decided that it is necessary to disclose information that may or will disclose the identity of the discloser, has the Discloser been informed of this decision? |  |
| 12. Has the Discloser been advised of the outcome of the investigation and the reasons for this decision explained as far as possible? |  |
| 13. Has the Discloser been advised that they have the right to seek a review of any decisions made? |  |
| 14. Has the Director of HR been advised of the outcome? |  |
| 15. Where the investigation has concluded that in making a disclosure, the discloser did not have a reasonable belief in the wrong doing, has the matter been referred to the Director of HR for consideration? |  |