**Checklist for recipient of internal report**To be completed by the recipient of an internal report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Internal report** | | | | | | |
| Report received by: | |  | | | | |
| Date report received: | |  | | Verbal | Written | Anonymous |
| If the report was made **verbally**, the report has been documented in writing and signed: | | | | | Yes | No |
| The reporter has been thanked for coming forward with their concerns: | | | | | Yes | No |
| **Confidentiality / Risk of reprisal** | | | | | | |
| Who else knows that the report has been made? | | |  | | | |
| Is the reporter concerned their identity will become known in the workplace? Why? | | |  | | | |
| Is the reporter concerned that they may suffer reprisal action for making the report if their identity becomes known? From whom? | | |  | | | |
| What professional relationship does the reporter have with any subject(s) of the report? | | |  | | | |
| **Previous reporting** | | | | | | |
| Yes  No | The reporter has raised this matter to another person within your organisation. | | | | | |
| If **yes**, who was it reported to, when was it reported, what action was/is being taken? | | | | | | |
| **Support** | | | | | | |
| Yes  No | The reporter has been advised of our employee assistance program. | | | | | |
| Yes  No | The reporter requires support. | | | | | |
| If the reporter requires support, what type of support? | | | | | | |
| **Reporter’s expectations** | | | | | | |
| What does the reporter expect from this process? | | | | | | |
| What does the reporter expect will happen to any subject(s) of allegations? | | | | | | |
| **Additional information the recipient of a report may be aware of** | | | | | | |
| Yes  No  Yes  No  Yes  No  Yes  No | The reporter is currently/has previously been the subject of performance issues.  The reporter is currently/has previously been the subject of disciplinary proceedings relating to this matter.  The reporter is currently/has previously been the subject of criminal investigation related to this matter.  The reporter is currently/has previously been the subject of workplace changes. | | | | | |
| If **yes** to any of the above, provide any known details.   |  |  |  | | --- | --- | --- | | Signature of recipient |  | Date | | | | | | | |