

## Private and Confidential

### A - Confidential Reporting Code Form

To be completed by the person initially raising the concern and/or the manager to whom the concern was raised.

Name of person raising concern:  
(may be anonymous)

Job Title and Service Area:

Service grouping:

Contact details:

Tel:

Place of work or home address:

Email:

Relationship with subject of allegations (for example line manager, colleague, none, etc.)

Brief outline of nature of concern and dates.

(Please outline nature of concern providing details of suspected wrong doing including name(s), job title(s), date(s), timescale(s), place and other relevant information).

*Please use additional sheets if necessary*

**Declaration (may be anonymous)**

Signature  
(of person raising initial concern)

\_\_\_\_\_

Please print name

\_\_\_\_\_

Date

\_\_\_\_\_

**To be completed by the manager to whom the concern was raised:**

Name:

\_\_\_\_\_

Job Title and Service Area:

\_\_\_\_\_

Service grouping:

\_\_\_\_\_

Contact details

Tel:  
  
Place of work:  
  
Email:

Relationship with subject of allegations (for example line manager, colleague, none, etc.)

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Additional information obtained from the person raising the concern to help clarify the nature of the concern, if applicable.

Signature  
(of person to whom  
complaint is raised)

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Please print name

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Date

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**Please send the completed form to Paul Bradley, Chief Internal Auditor and Corporate Fraud Manager**