

REPORTABLE CONDUCT DISCLOSURE FORM

Please return a copy of this form to hrrassistance@buchangroup.com.au

BUCHAN

Who is your report mainly about?

Please select at least one entity below:

- An organisation A person

Tell us about who you are reporting. (Try to include as much information as you can about the organisation or person you want to report.)

Tell us what you want to report: (Give a brief description of what happened)

Why are you reporting? (Give a brief description)

To the best of your knowledge, where did the events that led to this report mainly take place? You must select one location.

- Brisbane Gold Coast Sydney
 Melbourne Adelaide Perth
 Auckland Christchurch Shanghai
 Other locations: _____ (please specify)

How long ago did the conduct you are reporting occur?

- Less than 3 months 6 to 12 months

Tell us about yourself? (In relation to this report you are)

- A permanent employee A fixed term employee
 A casual employee A contractor
 A member of the public/private individual A client
 A shareholder of a company A company officeholder
 A business owner I wish to remain anonymous
 A counsellor/lawyer acting on behalf of a client

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Personal Details

Name:	
Organisation:	
Address:	
Phone/Mobile Number:	
Email address:	

Tell us what kind of outcome you are expecting:

- I just want to bring it to Buchan's attention Investigation

I understand that any outcome of my report may not benefit me directly or align to my expectations.

- Confirm

Confidentiality

We consider your report to have been given to us in confidence and we will not reveal the contents of your report without your consent unless we are required and authorised to do so under law.

When we receive your report, we will read the material you have provided to decide whether it is a matter that we should consider further. There are certain situations where it may be appropriate for us to either refer your report to another organisation or agency, or make further inquiries relating to your report. To allow us to take action on your report as soon as possible, please answer the following two questions

Authority to release information

Q1. If we consider your report falls within the jurisdiction of another government organisation or agency, in Australia or overseas, do you consent to us referring the information in this report, including your personal information, to that other government organisation or agency?

- Yes
 No

Q2. If we need to make further inquiries about your report, do you consent to us contacting the subject(s) of your report?

- Yes
 No

Privacy

The information provided to Buchan in this form may include personal information as defined under the Privacy Act 1988 (Cth). Buchan's collection, use or disclosure, or storage of this information complies with our obligations as described in the Australian Privacy Principles under the Privacy Act 1988 (Cth) and our Privacy, Monitoring, Surveillance & Information Security Policy. For further information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy, please refer to our Privacy, Monitoring, Surveillance & Information Security Policy.