

Making a Protected Disclosure to Premier Lotteries Ireland Designated Contact Person:

The Protected Disclosures Act 2014, as amended by the Protected Disclosures Amendment Act 2022, (the Act), makes provision for the protection of workers, from the taking of action against them, in respect of the making of certain disclosures.

Premier Lotteries Ireland is committed to this procedure and confirm that processes are in place to ensure the protection of reporting persons.

Key Definitions

The following **workers** are protected:

- Employees or former employees
- Trainees
- People working under a contract for services
- Independent contractors
- Agency workers
- People on work experience
- Unpaid trainees
- Board members
- Shareholders
- Volunteers
- Job applicants

Relevant wrongdoings, in a work-related context, include:

- financial malpractice or impropriety or fraud.
- failure to comply with a legal obligation (including regulatory obligations);
- commission of an offence.
- a miscarriage of justice.
- unlawful or improper use of funds or resources of a public body*.
- act or omission by or on behalf of a public body that is oppressive, discriminatory, grossly negligent or constitutes gross mismanagement*;
- Dangers to health and safety or the environment
- criminal activity;
- improper conduct or unethical behaviour.
- attempts to conceal or destroy information relating to any of these.
- public procurement.
- product safety and compliance.
- protection of the environment.
- public health.
- consumer protection; and
- Protection of privacy and personal data, and security of network and information systems.

*While PLI is not a public body, given its role as operator the National Lottery, for the purposes of this policy only, PLI acknowledges that workers may make disclosures under these categories as if its actions were those of a public body.

Work related context means current or past work activities in Premier Lotteries Ireland through which, irrespective of the nature of these activities, the reporting person acquires information concerning a relevant wrongdoing, and within which the reporting person could suffer penalisation for reporting the information.

What is a Protected Disclosure?

A Protected Disclosure:

- Is a disclosure of information which, in the reasonable belief of a worker, tends to show one or more relevant wrongdoings, and
- it came to the attention of the worker in a work-related context, and
- it is disclosed in the manner prescribed in the Act
- In order to gain protection under the Act when making a protected disclosure to Premier Lotteries Ireland:
 - The discloser must be a worker and the information must come to their attention in connection with their employment, and
 - The information disclosed must tend to show one or more 'relevant wrongdoings', and
 - The discloser must have a reasonable belief that information tends to show relevant wrongdoing has occurred.
 - The disclosure must be in the manner prescribed in the Act.

What is not a Protected Disclosure?

- An interpersonal grievance or a complaint exclusively affecting a reporting person is not a relevant wrongdoing for the purposes of the Act
- Workplace complaints that are not protected disclosures should be reported to the PLI HR Department.

How to make a Protected Disclosure to PLI

- It is preferable that a protected disclosure be made via our online anonymous reporting tool available here
- However, it can be made in writing, orally or both.

Protected disclosures may be made to PLI by email, post, telephone, or via a physical meeting on request:

- **Private & Confidential, Head of Internal Audit, Premier Lotteries Ireland, National Lottery, Abbey Street Lower, Dublin 1, D01 Y1X2**
- **Email:** ExternalPD@lottery.ie indicating protected disclosure in the subject line
- **Phone:** +353 1 920 4399

What to provide in a Protected Disclosure

- Confirmation that the disclosure is being made as a protected disclosure

- Date of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced or was identified
- Whether or not the alleged wrongdoing is still ongoing
- Whether the alleged wrongdoing has already been disclosed and if so, to whom, when, and what action was taken
- Information in respect of the alleged wrongdoing (what is occurring/has occurred and how)
- Discloser's name, position in the organisation, place of work and confidential contact details (if desired)
- Name of the person(s) allegedly involved in the alleged wrongdoing (if a name is known and the discloser considers that naming an individual is necessary to expose the wrongdoing disclosed); and
- Any other information that the discloser believes relevant.

PLI encourages individuals to put their name to any protected disclosures they make to facilitate a comprehensive and effective investigation. However, the Act protects the identity of the maker of the protected disclosure and any persons concerned, and PLI will not disclose their identity without their consent, unless it is reasonably necessary for the reasons specified in the Act. Concerns expressed anonymously may be considered at the discretion of PLI, depending on the seriousness of the issue raised, the credibility of the concern, and the likelihood of confirming the allegation from sources.

How your protected disclosure will be dealt with

- We will acknowledge receipt of the protected disclosure within 7 working days
- We will inform you within 14 working days if it has been assigned for investigation.
- We will provide feedback to you on the steps taken or planned to be taken within three months, or six months in duly justified cases.
- We will communicate with you as regards the outcome of any investigation.
- While feedback will be provided, the need to maintain confidentiality may prevent us from providing specific details of the investigation and/or any actions taken and the outcome.

Protection of Identity

PLI has a legal obligation to protect the identity of the discloser and of any person referred to in the protected disclosure. All reasonable steps will be taken to protect the identity of a discloser and persons concerned and to ensure the disclosure is treated in confidence in line with the provisions of the Act. There are exceptions to this, as outlined in the Act. If a decision is taken which may identify the discloser, they will be informed that this may occur in advance, unless there are exceptional reasons not to do so.

Records will be maintained in compliance with relevant confidentiality requirements. Any personal data collected will be processed in accordance with the provisions of the Data Protection Act 2018, Regulation (EU) 2016/679, Directive (EU) 2016/680 and Regulation (EU) 2018/1725.

Protection from Penalisation

Workers are protected from penalisation or punishment as a result of making a protected disclosure. Further information on redress for employees is available on the [Citizens Information Website](#).

Reviews of decisions

A review of the outcome of PLI's investigation or of this process can be requested by a party affected by any of the following processes:

- The conduct or outcome of any follow-up actions by PLI, including an investigation
- Any decision to disclose the identity of the discloser (except in exceptional cases)

Requests for a review, including details as to why the review is sought, should be submitted in writing to ExternalPD@lottery.ie within four weeks of receipt of confirmation of the outcome of the investigation.

Support Services

- Independent and confidential advice is available through the 'Speak Up' helpline for anyone considering making a protected disclosure. The helpline can be accessed at 1800 844 866, Monday to Friday, 10am to 6pm, by email: helpline@transparency.ie or on their website speakup.ie.
- The Transparency Legal Advice Centre (TLAC) provides free legal advice to anyone who wants to disclose wrongdoing under the Act (as amended). This can be accessed through the Speak Up helpline.
- Information on rights and entitlements under employment legislation can be obtained from the [Workplace Relations Commission](#).