

Protected Disclosures Policy

Policies and Procedures of the Road Safety Authority

The RSA Policies and Procedures apply to all of its employees. These policies and procedures reflect the meaning and substance of Circulars that exist in the Civil Service but may differ in detail and presentation.

Title: Protected Disclosures	No:	Rev: 3
Section: People, Development & Culture	Page: 30	March 2023
Prepared by: HR Manager	Date: August 2022	December 2022
		December 2023

Version	Date
V 1.0	December 2023
V 2.0	January 2024
V	



INTRODUCTION

The [Protected Disclosure Act 2014 \(No 14 of 2014\)](#), as amended by the [Protected Disclosures \(Amendment\) Act 2022](#), protects workers in the public, private and not-for-profit sectors from retaliation if they speak up about wrongdoing in the workplace. A protected disclosure, as set out in section 5 of the Act, is a disclosure of information which, in the reasonable belief of a worker, tends to show one or more relevant wrongdoings; came to the attention of the worker in a work-related context; and is disclosed in the manner prescribed in the Act.

The Act protects workers from retaliation if they speak up about wrongdoing in the workplace. Protected disclosures are disclosures of relevant information by a worker, that in the reasonable belief of the worker tends to show one or more relevant wrongdoings, that came to their attention in a work-related context. Work-related context is current or past work activities where persons acquire information concerning a relevant wrongdoing and within which those persons could suffer penalisation if they reported such information. Workers can report wrongdoing internally to their employer or externally to a third party, such as a [prescribed person](#). Persons who make protected disclosures (sometimes referred to as “whistle-blowers”) are protected by law, meaning they should not be treated unfairly or lose their job because they have made a protected disclosure.

In 2019, the European Union adopted Directive 2019/1937 on the protection of persons who report breaches of Union Law (the “**Directive**”). The Directive introduces a common EU regime for the protection of persons who report breaches of EU law, and sets out, among other things, procedures for reporting channels, follow up of reports of breaches, prohibition of penalisation and provisions in relation to confidentiality. While many of the protections set out in the Directive were already provided for under the Act, an amendment to the legislation was required to implement all of the Directive’s provisions. The Protected Disclosures (Amendment) Act 2022 was signed into law on 21 July 2022 and commenced operation on 1 January 2023. The Act was further amended, on 19 July 2023, by the European Communities (Protection of Persons Who Report Breaches of Union Law) Regulations 2023 (S.I. No. 375 of 2023), which gives further effect to the Directive by providing for reporting to EU institutions and bodies.

All public bodies are obliged under the Act to have internal procedures in place for dealing with protected disclosures. RSA is a member of the Integrity at Work programme, a Transparency International Ireland initiative. As part of its commitment to protecting workers who raise concerns of wrongdoing, RSA has signed and complies with the Integrity at Work Pledge to ensure that workers reporting wrongdoing will not face penalisation and that action will be taken in response to the concerns raised. A copy of the Pledge is in the Appendix.

The RSA is strongly committed to ensuring that the culture and work environment are such that any worker is encouraged and supported in ‘speaking up’ on any issue that may impact adversely on the RSA’s ability to properly and fully carry out all its roles and responsibilities to the high-performance standard required. The RSA is committed to maintaining the highest



ethical and professional standards in the performance of its functions and the conduct of its business.

It is expected that any appropriate issue raised by a worker with their line manager relating to a matter connected to the conduct of the business of the RSA will be dealt with professionally and appropriately. This is essential to ensuring that all significant risks arising for the RSA are identified and effectively managed.

There is, however, an important distinction to be drawn between raising a concern regarding potential wrongdoing as defined in the Act and covered by this Policy and other issues that may be raised relating to the normal business of the RSA which do not fall under the terms of this Policy.

This Policy outlines the principles for protected disclosures within the RSA and the procedures for dealing with these disclosures and the accountability of the Corporate Leadership Management team in ensuring it is implemented across the organisation.

RSA is committed to providing workers with a confidential and secure pathway for reporting concerns about wrongdoing in the workplace and also to protecting workers against penalisation for having reported those concerns.

This document sets out: how to make a report; the types of wrongdoing that constitute a protected disclosure; what happens when a report is received; and the protections that are available against penalisation for reporting a concern about wrongdoing.

RSA will:

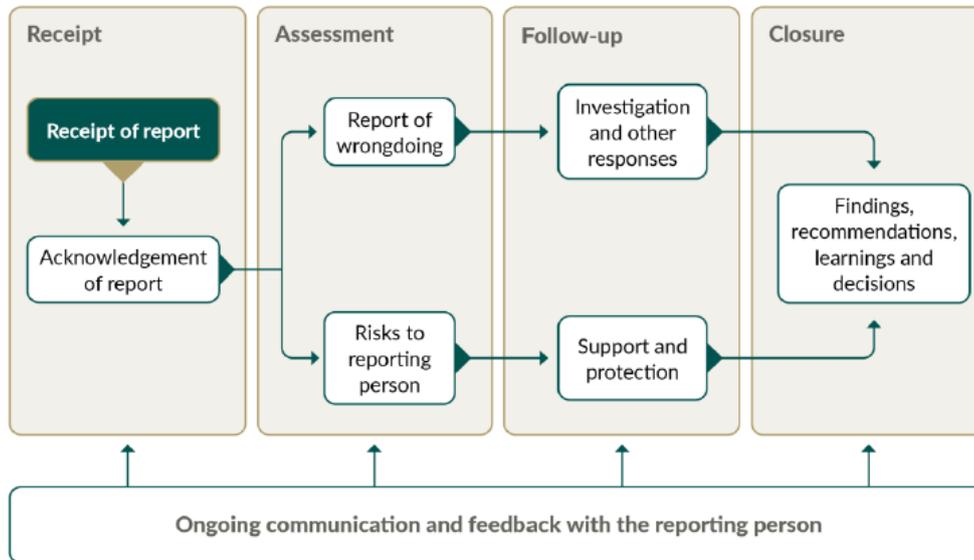
- Keep the identity of the reporting person and any person named in a report confidential.
- Not tolerate any penalisation or threat of penalisation of the reporting person or persons associated with the reporting person.
- Acknowledge all reports within 7 days.
- Follow-up diligently on all reports of relevant wrongdoing.
- Provide feedback to the reporting person within 21 days of acknowledgement; and
- Provide further feedback at intervals on written request.
- People Development and Culture Directorate has overall responsibility for the Procedures set out in this policy.
- AP is the Designated Person with day-to-day responsibility for the handling of reports.

KEY PRINCIPLES OF THE POLICY

The purpose of the Policy is that: -

- All reports of wrongdoing in the workplace should, as a matter of routine, be the subject of an initial assessment and any appropriate follow-up action.
- The focus of the process should primarily be on the wrongdoing reported, and whether it is a relevant wrongdoing, and not on the reporting person.
- The identity of the reporting person and any person concerned should be adequately protected; and
- Provided that the reporting person discloses information relating to a relevant wrongdoing, in an appropriate manner, and based on a reasonable belief, no question of penalisation should arise.
- Overview of the Protected Disclosure process:





WHO DOES THE POLICY APPLY TO?

For the purposes of the Act a worker or reporting person means an individual working (or who worked) in the private or public sector who acquired information on a relevant wrongdoing in a work-related context. A worker includes:

- Employees, contractors, consultants, agency workers
 - Members of the Defence forces
 - Individuals who acquire information on a relevant wrongdoing during a recruitment process or pre-contractual negotiations
 - Interns and Trainees
 - Shareholders
 - Volunteers
 - Member of the administrative, management or supervisory body including non-executive members.
- a) an individual who is or was an employee,
 - b) an individual who entered into or works or worked under any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertook to do or perform (whether personally or otherwise) any work or services for another party to the contract for the purposes of that party's business,
 - c) an individual who works or worked for a person in circumstances in which -
 - (i) the individual is introduced or supplied to do the work by a third person, and
 - (ii) the terms on which the individual is engaged to do the work are or were in practice substantially determined not by the individual but by the person for whom the individual works or worked, by the third person or by both of them,
 - d) an individual who is or was provided with work experience pursuant to a training course or programme or with training for employment (or with both) otherwise than under a contract of employment,
 - e) an individual who is or was a shareholder of an undertaking,



- f) an individual who is or was a member of the administrative, management or supervisory body of an undertaking, including non-executive members,
- g) an individual who is or was a volunteer,
- h) an individual who acquires information on a relevant wrongdoing during a recruitment process, and
- i) an individual who acquires information on a relevant wrongdoing during pre-contractual negotiations (other than a recruitment process referred to in (h) above).
- j) an individual who is deemed to be a worker by virtue of subsection (2)(b), an any reference to a worker being employed or to employment shall be construed accordingly.

Additional categories of worker are now covered under the Act, following its amendment in 2022, and these are set out at (e) to (i) above. Public bodies should note in particular the following:

Individuals who are or were members of the administrative, management or supervisory body of an undertaking, including non-executive members are now included within the scope of the Act. This will include the members of any Board (or similar) appointed to a public body. Furthermore, in the context of local government, it is considered that members of a local authority (i.e. county/city councillors) are included in the scope of the Act by virtue of this provision. The Procedures of relevant public bodies should reflect this and provide for making of reports by this category of workers accordingly.

Volunteers are also now within the scope of the Act. Public bodies that work with and interact with volunteers, both formally and informally, should particularly take note of this, and it should be clear that Procedures allow for reports to be made by such persons.

WHAT IS A PROTECTED DISCLOSURE?

Making a report in accordance with the Protected Disclosures Act is referred to as “making a protected disclosure”. A “protected disclosure” means a disclosure of “relevant information” made by a “worker” in the manner specified in the Act. The relevant information must, in the reasonable belief of the worker, tend to show one or more relevant wrongdoings and have come to the attention of the worker in a work-related context. These requirements are explained in more detail below.

Relevant Information:

Relevant information is information which in the reasonable belief of the worker tends to show one or more relevant wrongdoings and it came to the attention of the worker in a work-related context.

The information should disclose facts about someone or something, rather than a general allegation that is not founded on any facts.



Workers should not investigate allegations of wrongdoing. The Designated Person is responsible for the appropriate follow-up of all reports.

Reasonable Belief:

The worker's belief must be based on reasonable grounds, but it is not a requirement that the worker is ultimately correct. Workers are not expected to prove the truth of an allegation.

No disciplinary or other action will be taken against a worker who reasonably believes the information they have reported tends to show a wrongdoing even if the concern raised turns out to be unfounded.

The motivation of the worker in making a report is irrelevant as to whether or not it is a protected disclosure. The worker will be protected if they reasonably believe when making the report that the information disclosed tended to show a relevant wrongdoing.

A report made in the absence of a reasonable belief is not a protected disclosure and may result in disciplinary action. It is a criminal offence to make a report that contains any information the reporting person knows to be false. A person who suffers damage resulting from the making of a known to be false report has a right to take legal action against the reporting person.

Relevant Wrongdoings:

- A worker must reasonably believe that the information disclosed tends to show one or more 'relevant wrongdoings'.
- A matter concerning interpersonal grievances exclusively affecting a reporting person, namely, grievances about interpersonal conflicts between the reporting person and another worker, or a matter concerning a complaint by a reporting person to, or about, his or her employer which concerns the worker exclusively, shall not be a relevant wrongdoing for the purposes of this Act and may be dealt with through any agreed procedures applicable to such grievances or complaint to which the reporting person has access or such other procedures. The wrongdoing must come to the workers attention in connection with his or her employment. For example, a disclosure will not be protected if it relates to matters in someone's personal life outside and unconnected to the workplace.
- Relevant wrongdoings include:
 - that an offence has been, is being or is likely to be committed.
 - that a person has failed, is failing or is likely to fail to comply with any legal obligation, other than one arising under the worker's contract of employment or other contract whereby the worker undertakes to do or personally perform any work or services.
 - that a miscarriage of justice has occurred, is occurring or is likely to occur.
 - that the health or safety of any individual has been, is being or is likely to be endangered.
 - that the environment has been, is being or is likely to be damaged.
 - that an unlawful or otherwise improper use of funds or resources of a public body, or of other public money, has occurred, is occurring or is likely to occur.
 - that an act or omission by or on behalf of a public body is oppressive, discriminatory or grossly negligent or constitutes gross mismanagement.



- that a breach of specified EU law set out in the Directive has occurred, is occurring or is likely to occur; or
- that information tending to show any matter falling within any of the preceding paragraphs has been, is being or is likely to be concealed or destroyed or an attempt has been, is being or is likely to be made to conceal or destroy such information.

At least one of these conditions must be met:

- At the time you make the disclosure you must reasonably believe that you will be penalised if you make the disclosure to the employer, a prescribed person or a Minister.
- Where there is no relevant prescribed person, you reasonably believe that it is likely that the evidence will be concealed or destroyed if you make the disclosure directly to your employer.
- You have previously made a disclosure of substantially the same information to the employer, a prescribed person or a Minister.
- The wrongdoing is of an exceptionally serious nature.

The assessment of what is reasonable takes account of, among other things, the person the disclosure is made to, the seriousness of the wrongdoing, and whether any action was taken in cases where a previous disclosure was made.

A matter is not a relevant wrongdoing which it is the function of the worker or the worker's employer to detect, investigate or prosecute and does not consist of or involve an act or omission on the part of the employer.

A matter concerning interpersonal grievances exclusively affecting a worker is not a relevant wrongdoing and will not be dealt with under this procedure.

Failure to comply with a legal obligation that arises solely under the worker's contract of employment or other contract where the worker undertakes to do or personally perform any work, or services is not a relevant wrongdoing.

Work Related Context:

"Work-related context" means current or past work activities through which, irrespective of the nature of those activities, persons acquire information concerning a relevant wrongdoing and within which those persons could suffer penalisation if they reported such information.



WHEN SHOULD A DISCLOSURE BE MADE?

If a worker has a genuine concern relating to suspected wrongdoing or danger affecting any of the RSA's activities, he/she must report it under this Policy. A worker should make a disclosure if, in their reasonable belief, any of the wrongdoings outlined below has occurred, is occurring or is likely to occur:

- A commission of an offence
- A failure to comply with a legal obligation, (excluding the worker's terms of employment or other contract whereby the worker undertakes to do or perform any work or services)
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment.
- Unlawful, or improper use of public money
- Breaches of EU law
- An act that is oppressive, discriminatory, or grossly negligent or constitutes gross mismanagement by on behalf of a public body, or
- Concealment or destruction of evidence relating to any matter falling within any of the above.

A worker must make a disclosure in the manner set out in the Act to gain the protections of the Act.

WHAT TYPE OF DISCLOSURE IS NOT COVERED BY THE POLICY

The aim of this Policy is to assist and support workers in speaking out about potential wrongdoing such as that listed in section 4 above that has come to their attention in the workplace.

A reporting person must have a reasonable belief that the information disclosed shows, or tends to show, wrongdoing.

It is NOT intended to act as a substitute for normal day to day operational reporting.

The Policy does NOT cover personal complaints or grievances. Procedures for dealing with grievance issues are set out in RSA's Grievance Procedure available on MyRSA under HR / Policies and Procedures.

A disclosure is NOT a protected disclosure where the individual knowingly conveys false, misleading, frivolous, or vexatious information. If it transpires that a worker makes a disclosure, which they know to be false or do not believe to be true, the RSA may take disciplinary or other appropriate action.

This Policy is NOT designed to be used to re-open any matters that have been addressed under other internal policies nor should it be viewed as an alternative to those procedures in respect of matters that would more appropriately be considered under them.



ANONYMOUS DISCLOSURES

There is a distinction between an anonymous disclosure (where identity is withheld by the worker making the disclosure i.e. the discloser) and confidential disclosures (where the identity of the discloser is protected by the recipient).

Anonymous disclosures are not excluded from the protection of the Act and, while the RSA has no obligation to respond it will undertake to act upon an anonymous disclosure to the extent that it is possible. OR the RSA has no obligation to follow up on anonymous complaints but may choose to do so. It may be very difficult to investigate the wrongdoing it reveals. The recipient of such a disclosure may be restricted in their ability to investigate the matter fully in the absence of pertinent information and the recipient's inability to seek any clarifications where the discloser is unknown and cannot be contacted.

While this Policy will afford appropriate consideration to an anonymous disclosure it may be difficult or impossible to apply important elements of the Policy procedures (e.g. keeping the discloser informed and protecting the discloser from penalisation) unless the worker's anonymity is lifted. Equally significant is that a worker making an anonymous disclosure cannot obtain redress under the Act without identifying themselves.

The RSA encourages any worker who makes a disclosure to provide their name and contact details as they may need to be contacted to clarify information disclosed.

CONFIDENTIALITY

The RSA will take all reasonable steps to treat disclosures made through this Policy in a confidential and sensitive manner. A person to whom a report is made or transmitted, shall not, without the explicit consent of the reporting person, disclose any information that might identify the disclosure or directly or indirectly.

Subject to the exceptions below, the identity of the reporting person or any information from which their identity may be directly or indirectly deduced will not be shared with anyone other than persons authorised to receive, handle or follow-up on reports made under this policy without the explicit consent of the reporting person.

The Protected Disclosures Act provides for certain exceptions where a reporting person's identity or information that could identify the reporting person can be disclosed without the reporting person's consent. There are:

- (a) Where the disclosure is a necessary and proportionate obligation imposed by EU or national law in the context of investigations or judicial proceedings, including safeguarding the rights of defence of persons connected with the alleged wrongdoing.
- (b) Where the person to whom the report was made or shared shows, they took all reasonable steps to avoid disclosing the identity of the reporting person or any information that could identify the reporting person.



- (c) Where the person to whom the report was made or shared reasonably believes disclosing the identity of the reporting person or information that could identify the reporting person is necessary for the prevention of serious risk to the security of the State, public health, public safety or the environment; and
- (d) Where the disclosure is otherwise required by law.

Where a reporting person's identity or information that could identify a reporting person is to be disclosed under exceptions (a) to (d), above, the reporting person will be notified in writing in advance, unless such notification would jeopardise:

- The effective investigation of the relevant wrongdoing reported.
- The prevention of serious risk to the security of the State, public health, public safety or the environment; or
- The prevention of crime or the prosecution of a criminal offence.

Where a decision is taken that it is necessary to disclose information that may or will disclose the identity of the discloser, the discloser will be consulted, and where possible, the recipient will gain the informed consent of the discloser, prior to any action being taken that could identify them. In any event the discloser will be informed of any decision to disclose in advance except in exceptional cases.

HOW TO MAKE A DISCLOSURE UNDER THE POLICY (INTERNAL)

RSA encourages all workers to make disclosures internally to the RSA and to use internal procedures. Section 6(3) of the Act provides that employers must establish, maintain and operate internal channels and procedures for the making of reports and for follow-up of said reports. Internal disclosures can be made even when an external disclosure has previously been made. Such disclosures will be taken seriously and the worker making a protected disclosure will receive appropriate protection. Under the new legislation RSA, the establishment, maintenance and operation of a secure and confidential internal reporting channel for workers who wish to make a protected disclosure, whether in writing or orally or both.

Individuals may report in writing and/or verbally to their line management at AP level or above, including as a minimum the details as outlined in appendices attached. If necessary, a recorded telephone conversation or voicemail or meeting record/transcript may be made with consent from the worker. When a report which appears to be a protected disclosure is made orally, it should be recorded or documented in the form of minutes by the recipient. Where minutes are taken, the reporting person should be asked to confirm the information provided to avoid dispute at a later date in relation to the information disclosed. Please refer to section 9.6 for further information.

A worker intending to raise a concern by making a report is not required or entitled to investigate matters themselves to find proof of their suspicion and should not attempt to do so. All the worker needs to do, and should do, is disclose the information that they have, based on a reasonable belief that it discloses a wrongdoing and, where the information relates to



individuals, that it is necessary to disclose that information. Persons making a protected disclosure should frame it in terms of information that has come to their attention rather than seeking to draw conclusions about particular individuals or specific offences.

If an individual feels unable to raise the matter with direct line management and/or if they do not consider it to be appropriate or if the person feels that sufficient action has not been taken by the person to whom the disclosure was first made, one of the following should be contacted:

- A Principal Officer or,
- Assigned Board Member, Sarah Johnston – contact at sjohnson@rsa.ie
- protecteddisclosures@rsa.ie

In doing so the worker should clearly set out the circumstances which prevent them reporting the matter to their line manager in the first instance or why they feel the matter requires further investigation. The RSA anticipates that disclosures will normally be made via the line management pathways. RSA will acknowledge a report, in writing, to the reporting person within 7 days of receipt of the report. The provision of feedback to the reporting person on actions taken or envisaged to be taken in follow-up within 3 months of the date of acknowledgement or if no acknowledgement was sent not more than 3 months from the date of expiry of 7 days after the report was made. The provision of further feedback to the reporting person at 3 months intervals, until such time as the procedure relating to the report is closed. The provision of information on the final outcome any investigation triggered by the report. Investigations do not have to be wrapped up within 3 to 6 months.

In all cases the specific nature of the potential wrongdoing should be communicated at the time the disclosure is first made. The disclosure may be made in writing/verbally. If the disclosure is made verbally, a written record will be made to ensure that all relevant information is recorded.

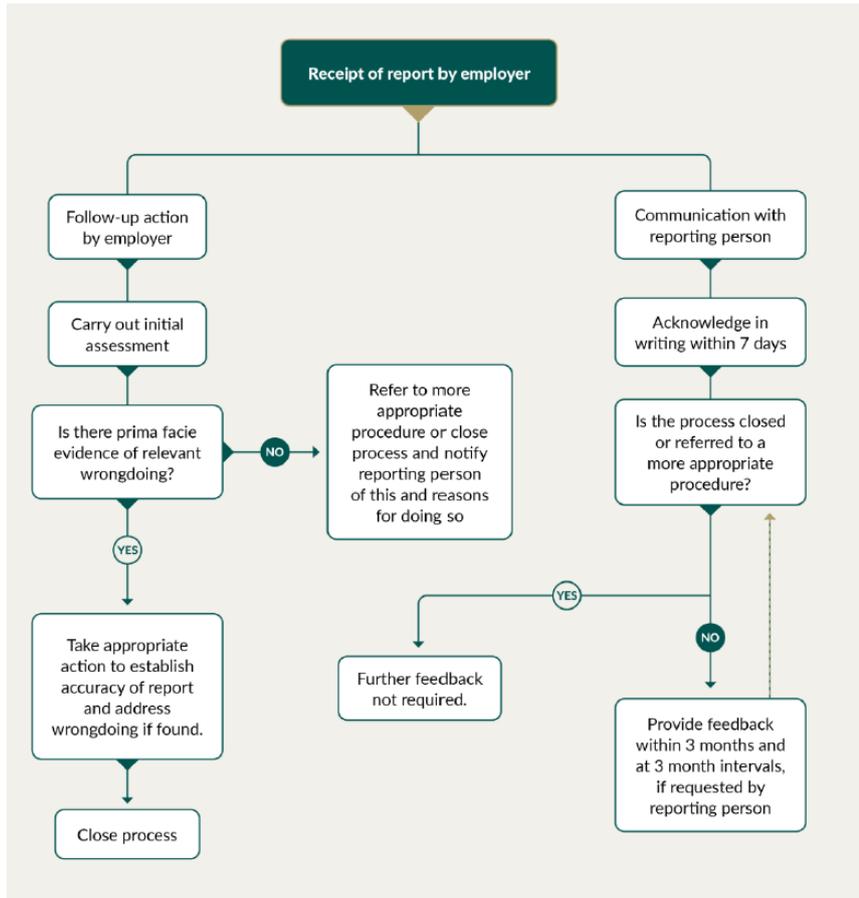
All disclosures received by line managers will be sent to protecteddisclosure@rsa.ie for the unit to follow up on assessments and investigation of the disclosure. Confidentiality will be maintained throughout the process.

Independent and confidential advice for anyone considering reporting a concern or making a protected disclosure is available via Transparency International Ireland's Speak Up Helpline at 1800 844 866, Monday to Friday 10am to 6pm. The email address is helpline@transparency.ie or visit www.speakup.ie. Where appropriate, the helpline can refer callers to access free legal advice from the Transparency Legal Advice Centre (see <https://www.transparency.ie/helpline/TLAC>)

A guide to making a Protected Disclosure is also available at:

<https://www.gov.ie/en/collection/41798-protected-disclosures-whistleblowing-list-of-prescribed-persons/>





HOW TO MAKE A DISCLOSURE UNDER THE POLICY (EXTERNAL)

Section 7(2A) of the Act provides that prescribed persons and the Protected Disclosures Commissioner must establish, maintain and operate independent and autonomous external reporting channels and procedures for receiving and handling reports made to them by workers in the areas they are responsible for supervising or regulating.

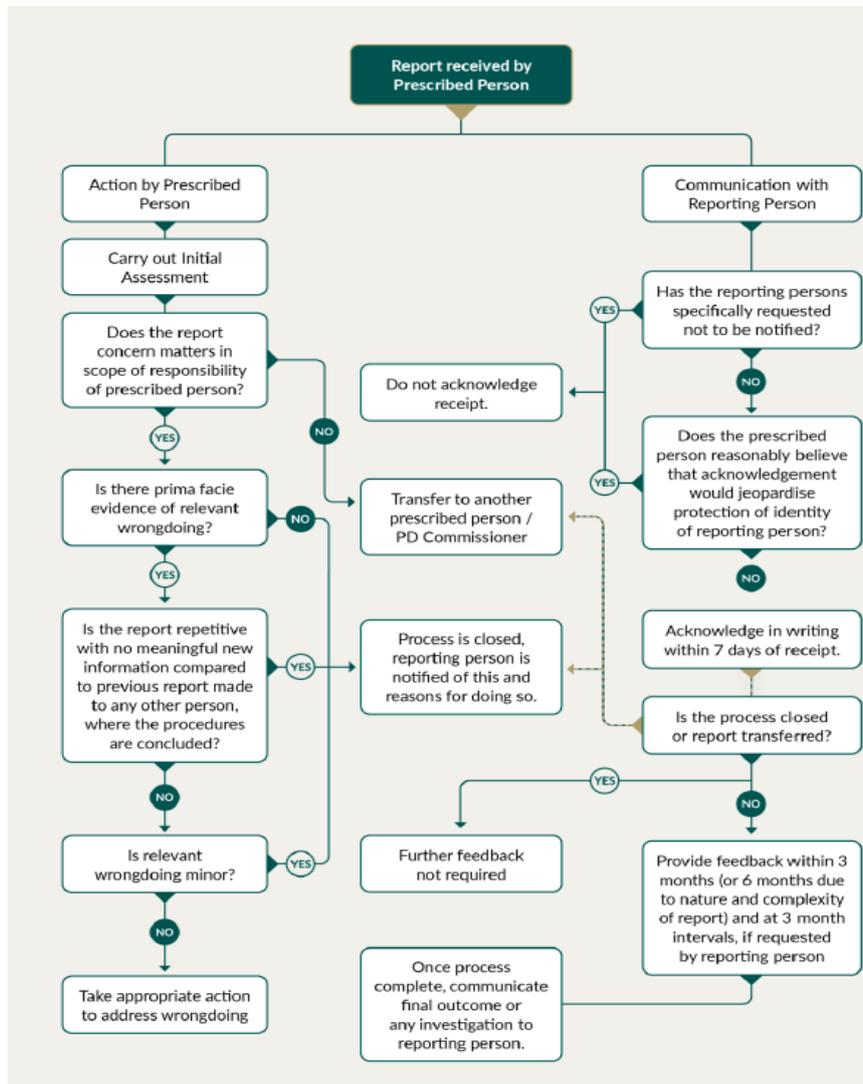
This Policy provides an external mechanism for reporting, investigating, and remedying any wrongdoing in the RSA. In some specified circumstances it may be appropriate or required to report concerns to an external body such as a regulator or An Garda Síochana. We strongly encourage workers to seek advice from one of the following before reporting a concern externally.

- A Principal Officer or,
- Assigned Board Member, Sarah Johnston – contact at sjohnson@rsa.ie
- ProtectedDisclosures@rsa.e Advice can also be sought from the Speak Up Helpline.



When a worker selects to make an external disclosure through any one of the following channels, they should be aware that there are different requirements to be met in each case as set out:

- Disclosure to a prescribed person – reporting person must reasonably believe the information they are disclosing, and any allegations contained in it, are substantially true.



- Protected Disclosures Commissioner (PDC)
- Conditions for reporting same a Prescribed Persons
- Acknowledge receipt of disclosure within 7 days
- PDC will transmit disclosures to the appropriate Prescribed Person or another suitable person within 14 days.
- Support the receipt and follow-up on disclosures to Ministers by conducting an initial assessment of the disclosure and transmitting the report to a PP or other suitable person.



- The Minister for Public Expenditure and Reform has made an order which lists a number of 'prescribed persons. These include regulators such as the Comptroller and Auditor General and the Data Protection Commissioner – see complete list at <https://www.gov.ie/en/collection/41798-protected-disclosures-whistleblowing-list-of-prescribed-persons/> A worker may make a report of relevant information to a prescribed person where they reasonably believe that the relevant wrongdoing falls within that prescribed person's remit and that the information disclosed, and any allegation contained within it, is substantially true.
- Disclosure to a legal adviser – Where the worker makes the disclosure in the course of obtaining legal advice from a barrister, solicitor, trade union official, or official of an excepted body (excepted body is a body which negotiates pay and conditions with an employer but is not a trade union as defined in the [Trade Union Act 1941](#)); Disclosing to a legal advisor does not require any additional requirements, or 'tests', of the discloser. The same requirements that apply to making an internal disclosure apply.
- Disclosure to another person/third party - Disclosures may be made to another person where certain conditions are met as outlined in [Section 10](#). of the Act. It is preferable in most circumstances that a worker makes a disclosure using the internal procedures set out in this Policy or, if that is not appropriate, using one of the external options set out above. This is the most difficult type of disclosure to make as there are stringent requirements set out in Section 10 of the Act for disclosures to qualify as a protected disclosure i.e. in order to protect the discloser. Where a worker makes a disclosure to another person, they should first seek legal advice and they should do so in writing and keep their own copy of the disclosure and any information provided with it.
- A worker may make a report to a relevant institution, body, office or agency of the E provided the worker reasonably believes that the information concerns breaches of EU law that falls within the scope of the directive and breaches was true at the time of the reporting.

Reporting includes:

Acknowledgement of all reports received within 7 days. The provision of feedback to the reporting person on actions taken or envisaged to be taken in follow-up within 3 months of the date of acknowledgement or if no acknowledgement was sent not more than 3 months from the date of expiry of 7 days after the report was made. The provision of further feedback to the reporting person at 3 months intervals, until such time as the procedure relating to the report is closed. The provision of information on the final outcome any investigation triggered by the report. investigations do not have to be wrapped up withing 3 to 6 months.

Note: RSA encourages workers to make their disclosure internally, even if they have already made an external report. It is important that we are aware of any wrongdoing as soon as possible and this also enables us to protect the worker from any potential penalisation which could arise as a result of the disclosure.

The following key principles inform this Guidance:

- All reports of wrongdoing in the workplace should, as a matter of routine, be the subject of an initial assessment and any appropriate follow-up action;



- The focus of the process should primarily be on the wrongdoing reported, and whether it is a relevant wrongdoing, and not on the reporting person;
- The identity of the reporting person and any person concerned should be adequately protected; and
- Provided that the reporting person discloses information relating to a relevant wrongdoing, in an appropriate manner, and based on a reasonable belief, no question of penalisation should arise.

If these principles are respected, there should be no need for reporting persons to access the protections and redress contained in the Act.

ASSESSMENT

All disclosures, however made, are taken seriously and all efforts are made to address appropriately the issues raised.

Once a disclosure of alleged wrongdoing is made, an initial screening process involving a risk assessment will be undertaken by the recipient (normally the Line manager at AP level) unless the disclosure has been made directly to the other outlined recipients.

The screening process will involve an assessment of the disclosure to seek to determine whether or not it should be treated as a potentially protected disclosure. If it is unclear whether information qualifies as a potentially protected disclosure, the recipient will treat the information as a protected disclosure (and protect the identity of the discloser) until satisfied that it is not a protected disclosure.

It may be necessary as part of the screening process to differentiate between protected disclosures and personal complaints. This could arise, for example, where the information provided may involve a personal complaint and a protected disclosure. In these circumstances, it may be necessary to disentangle the different elements of the complaint/disclosure and determine whether any specific disclosure of information relating to a relevant wrongdoing has taken place.

The risk assessment should consider:

- Whether the alleged wrongdoing is serious or minor
- Whether it is something that can be investigated or not, and;
- If it can be investigated, what steps should be taken as part of such an investigation.

If an investigation is required, the RSA will consider the nature and extent of the investigation. This could consist of an informal approach for less serious wrongdoings, a detailed and extensive investigation of serious wrongdoings, or an external investigation by another body.

As soon as a disclosure has been received the recipient should report to the CEO that a disclosure has been made and include the nature of the information contained in the disclosure. As it is not possible to know at the time of disclosure whether a disclosure will subsequently be deemed protected under the Act, the recipient should keep a written record of his/her actions, including timelines, and maintain strict adherence to confidentiality requirements.



They will be responsible for case management and for reporting on disclosures received and it is important that he/she has complete information on the status of all disclosures received and action taken on foot of them.

The Designated Person shall assess if there is prima facie evidence that a relevant wrongdoing might have occurred.

The Designated Person may, if required, make contact with the reporting person, in confidence, in order to seek further information or clarification regarding the matter(s) reported.

If it is unclear as to whether or not a report is a protected disclosure, the report will be treated as a protected disclosure until a definitive conclusion can be made.

It may be necessary to differentiate the information contained in the report. It may be the case that not all of the matters reported fall within the scope of this policy or the Protected Disclosures Act. Different parts of a report may need to be approached separately and some matters may be directed to another, more appropriate, policy or procedure (e.g. personal grievances).

The Designated Person may decide that there is no prima facie evidence of a relevant wrongdoing and either close the procedure or refer the matter to another relevant procedure. If this occurs, the Designated Person will notify the reporting person in writing of this decision and the reasons for it.

If the Designated Person decides that there is prima facie evidence of a relevant wrongdoing, appropriate action will be taken to address the wrongdoing, having regard to the nature and seriousness of the matter.

The nature and seriousness of the matter reported will inform whether the matter can or should be investigated internally. In some circumstances it may be more appropriate for an investigation to be carried out by external experts, or a statutory body, or for the matter to be reported to An Garda Síochána or other body.

An informal process may be used to address a disclosure where the alleged relevant wrongdoing is relatively straightforward or not very serious, or does not require consideration of the making of adverse findings about any individual.

If a decision to close the matter or refer it to another process is made, a party affected by this decision may request a review of this decision, via the system of review set out in section 11 of this policy.



FOLLOW UP STAGE

Follow-up is defined in the Act as any action taken by the recipient of a report “to assess the accuracy of the information contained in the report and, where relevant, to address the relevant wrongdoing.

The first step in follow-up is the initial assessment of the report to determine if there is prima facie evidence that it is possible that a relevant wrongdoing may have occurred, is occurring or may occur, as set out in the preceding section.

If such evidence is found, the next step is to determine the accuracy of the information reported and, to address the issue where a wrongdoing is found to have occurred. A range of actions, such as an internal inquiry, an investigation, a prosecution or an action for recovery of funds. Any other action to determine the accuracy of a report and deal with any relevant wrongdoing identified may be considered to fall under the definition of follow-up.

The precise form of follow up that appropriate to each individual report will vary depending on the nature and content of the report. For example, while some cases may require substantial investigation to establish the facts, others may not merit such detailed follow-up as the facts are clear and uncontroversial. The follow-up action that should be taken should be proportionate to the nature, complexity and seriousness of the report.

INVESTIGATION STAGE

The Designated Person shall decide whether or not an investigation is required. If an investigation is required, the Designated Person shall decide how the matter should be investigated. The main purpose of the investigation is to assess whether the disclosure is based on a reasonable belief and grounded, based on a reasonable belief but ungrounded or is a deliberately false report.

Where the report is deemed credible and warrants further consideration, the CEO will appoint an investigator to the case. The CEO may request support from a relevant competent external service provider at any time once the report has been evaluated. The initiation of an investigation once decided upon following the initial assessment will be made within three days of notice to the CEO. The investigator must also advise the CEO of the outcome and any recommendations arising out of any investigation, within 3 days of the conclusion of the investigation stage.

Any investigation arising as a consequence of a disclosure will be carried out in a manner which has full regard to the principles of natural justice. The discloser will be advised of the progress and outcome of the investigation, including any proposed action, within 14 days of the conclusion of the investigation stage, having regard to the nature of the matters investigated, the rights of the subject of the disclosure and the conditions for feedback set out later in this procedure.

It is not possible to lay down precise timescales or steps required for investigations, as this will depend on the nature of the issues raised. Without affecting the quality or depth of the



investigation, all reasonable steps will be taken to bring any investigation arising from the making of a disclosure by a worker to a conclusion as speedily as possible.

If after an appropriate investigation having been undertaken, it is determined that wrongdoing has occurred, then the findings will be addressed, and appropriate action will be taken where necessary.

If, following the investigation into the matter, no wrongdoing is found to have occurred and the discloser is assessed to have made a false or deliberately misleading report, the details of the case will be referred to the CEO and the Human Resources Manager.

If a discloser is not satisfied with the outcome of an investigation, he/she may seek a review as set out in detail further on in this procedure.

13. REVIEW

In the event that a discloser is not satisfied with:

- Any decision made to disclose the identity of the discloser (except in exceptional cases),
- The outcome of any initial assessment / full investigation undertaken in respect of the protected disclosure, and/or
- The outcome of any initial assessment/full investigation in respect of any complaint of penalisation
- Any decision to disclose the identity of a reporting person (except in exceptional cases), if requested by the reporting person.

He/she may make a request for review of the decision and/or outcome. One review is available under the terms of this Policy with the decision of that review deemed to be final. The appointed reviewer will not have had any input or sight of the case to this point and will be appointed by the CEO. They may be at PO level or a Board Member or an external party if deemed appropriate. The findings of the review will be communicated to the discloser. All parties should ensure confidentiality is adhered to with respect to this process at all stages.

The system of review provides for the following:

- Details of how a person can request a review and to whom they should apply to for a review.
- The time period within which an application for review can be made within 3 months.
- The applicant should be required to set out the reason(s) they are seeking a review.
- The review should be considered by a person not involved in the original process under review. Consideration may have to be given to appointing a person from outside the organisation to conduct the review in this regard.
- The review should be carried out by a person of at least equivalent or more senior –as the person who carried out the original process.
- The role of the reviewer should not be to re-investigate the matter in question but to address the specific issues the applicant feels have received insufficient consideration. The reviewer should, consider:



- Whether the correct procedures were followed.
- In the case of an investigation, whether the terms of reference were adhered to;
- Whether the conclusions/findings could or could not reasonably be drawn from the information/evidence on the balance of probability.
- Where a review finds significant shortcomings or failings in the process, the RSA will then consider what further action(s) may or may not need to be taken; and
- The outcome of the review should be final and there should be no entitlement to further reviews of the same issue.

FEEDBACK

The overriding requirement when providing feedback is that no information is communicated that could prejudice the outcome of the investigation or any action that ensues (e.g. disciplinary, or other legal action, including prosecution) for example, by undermining the right to fair procedures enjoyed by the person against whom a report or allegation is made. Subject to those conditions, workers making protected disclosures should be provided with periodic feedback in relation to the matters disclosed and be advised when consideration of the disclosure is complete, except in exceptional cases. Feedback is required to be provided within 3 months of acknowledgment or receipt of the report. Where the reporting person requests in writing that they wish to receive further feedback after the initial 3-month period, then the RSA will do so at intervals of 3 months until the procedure relating to the report is closed.

Any feedback is provided in confidence and should not be disclosed by the reporting person other than:

- (a) as part of the process of seeking legal advice in relation to their report from a solicitor or a barrister or a trade union official; or
- (b) if required in order to make a further report through this or another reporting channel provided for under the Act (see next section).

This does not require the disclosure recipient to give a complete account of what the situation is at a particular point in time in terms of progress, but the disclosure recipient should generally give reassurance and affirmation that the matter is receiving attention.

Any information and feedback should be provided in confidence. There is no obligation to inform the discloser of the progress, or outcome, of any disciplinary process involving another worker which may arise on foot of an investigation occasioned by a protected disclosure. In general, such information is confidential between the employer and the worker who is the subject of a disciplinary process. A discloser shall be provided with feedback or informed that appropriate action has been taken or envisaged to be taken within 3 months of the decision but note the discloser is not generally entitled to know what that action was.

In the absence of appropriate feedback there is a risk that a worker will perceive that the disclosure is not being dealt with adequately, with sufficient speed, or at all. Such a situation increases the possibility that the worker will raise the issue again, this time outside of the RSA. If the RSA's disclosure recipient does not take action that might be reasonably expected to be taken, a Court or Adjudication Officer may consider this when determining if it was reasonable for that worker to make a disclosure in respect of the matter outside of the RSA.



PROTECTION OF RIGHTS OF INDIVIDUALS

Where an allegation is made against an individual (referred to as the Respondent in the Act), it is important to ensure that the Respondent is afforded appropriate protection. The procedures for dealing with allegations against an individual must comply with the general principles of natural justice and fair procedures,

In many cases, the Respondent's right to fair procedures may include a right to challenge the evidence against him/her. This right will need to be balanced against rights contained in the Act, such as the discloser's right to have his/her identity protected (which is, nevertheless, not absolute as per section 7 above on Confidentiality). This will be a particular challenge where a protected disclosure is made anonymously.

Whether it is necessary to disclose the identity of the discloser, or not, will depend upon the facts of the case, which may include, for example, whether any allegation is made against an individual and the nature of that allegation. The recipient of the disclosure will need to consider such matters when determining whether a protected disclosure can be investigated and the nature of any investigation.

While an investigation under this Policy is different to a grievance, dignity at work or disciplinary investigation, there are certain key themes and common features and the nature of any investigation under the Policy will be informed by the procedures that normally apply in the RSA when other such allegations are investigated.

PENALISATION (INCLUDING DISMISSAL AND DETRIMENT)

RSA is committed to protecting workers from penalisation or a threat of penalisation because the worker made a protected disclosure. Acts of penalisation will not be tolerated.

It is recognised that the decision to report a concern can be a difficult one to make, not least because of the fear of victimisation by the person named in the disclosure or by other decision makers. The new legislation has expanded the definition of penalisation to cover any direct or indirect act or omission which occurs in a work-related context, prompted by making of a report and causes or may cause unjustified detriment to a worker. Work related context is defined as current or past work activities in the public sector through which irrespective of the nature of those activities' persons acquire information concerning a relevant wrongdoing and within which those persons could suffer penalisation if they reported such information.

The RSA will not tolerate any harassment or victimisation and will take appropriate actions which could include disciplinary or legal action in order to protect a person who raises a genuine concern even if they were mistaken. The Act provides specific remedies for workers who are penalised for making a disclosure.

Penalisation means any act or omission that affects a worker to the worker's detriment and includes but is not limited to:

- Suspension/lay-off/dismissal Demotion or loss of opportunities for promotion.



- transfer of duties; change of location or in working hours.
- reduction in wages
- discipline, reprimand, or imposition of any penalty (including financial)
- Coercion, intimidation, or harassment
- Discrimination, disadvantage, or unfair treatment
- Injury, damage, loss
- damage
- loss
- threat of reprisal
- withholding of promotion
- withholding of training
- a negative performance assessment or employment reference
- Failure to convert temporary employment contract into a permanent one.
- Failure to renew or early terminate of a temporary employment contract.
- Harm, including reputation (particularly in social media) or financial loss.
- Blacklisting – sector or industry- wide, informal or formal
- Early termination or cancellation of a contract for goods and services
- Cancellation of a licence or permit
- Psychiatric or medical referrals

The RSA will take appropriate steps to protect workers from penalisation. Workers who believe that they have experienced any act of penalisation should notify the HR Manager as soon as possible.

REDRESS IN THE EVENT OF PENALISATION

The RSA confirms that no worker, who has a reasonable belief in the occurrence of a serious wrongdoing in the RSA and discloses that concern, will be penalised for the making of that disclosure, even if no investigation subsequently takes place, or where an investigation does take place and the investigation finds that no wrongdoing occurred. This undertaking extends to any other worker who is required to provide information in relation to matters raised as a consequence of the disclosure.

The definition of what constitutes penalisation is very comprehensive and is set out in [Section 3\(1\)](#) of the Act. The Act sets out seven main protections for disclosers.

If a worker believes that they have been penalised for the making of a disclosure of wrongdoing in accordance with this Policy, they should inform the Human Resources Manager to seek redress. Independent advice should be sought by the worker with respect to penalisation should it occur or where they feel that the organisation has not adequately responded to the protected disclosure made.

The Protected Disclosures Act provides that a worker who suffers penalisation as a result of making a protected disclosure can make a claim for redress through either the Workplace Relations Commission or the courts, as appropriate.



A claim concerning penalisation or dismissal must be brought to the Workplace Relations Commission within 6 months of the date of the act of penalisation or the date of dismissal to which the claim relates.

A claim for interim relief pending proceedings at the Workplace Relations Commission or the courts must be made to the Circuit Court within 21 days of the last date of penalisation or date of dismissal.

It is a criminal offence to penalise or threaten penalisation or permit any other person to penalise or threaten penalisation against any of the following:

- The reporting person.
- A facilitator (a person who assists the reporting person in the reporting process);
- A person connected to the reporting person, such as a colleague or a relative; or
- An entity the reporting person owns, works for or is otherwise connected with in a work-related context.

RECORDS

Records of concerns raised, including the outcome, will be maintained for a minimum of five years after the closure of the case by the Investigator. These records will be maintained in a confidential and secure environment. A summary report on all protected disclosures will be included in the RSA's annual report and will be anonymised for reporting purposes.

All public bodies must report to the Minister and public information on their website by 01 March each year.

ADVICE

Workers can seek legal advice and or representation before and after they make protected disclosures.

Transparency International Ireland operates a free Speak-Up Helpline that offers support and advice (including legal advice) for workers who have reported or plan to report wrongdoing. Confidential advice for anyone considering reporting a concern or making a protected disclosure is available via Transparency International Ireland's Speak Up Helpline at 1800 844 866, Monday to Friday 10am to 6pm. The email address is helpline@transparency.ie or visit www.speakup.ie. Where appropriate, the helpline can refer callers to access free legal advice from the Transparency Legal Advice Centre (see <https://www.transparency.ie/helpline/TLAC>)

A guide to making a Protected Disclosure is also available at <https://transparency.ie/helpline/guides>

REVIEW OF POLICY

This Policy may be amended, revoked, or replaced as required. It will be reviewed to incorporate guidance provided by the Department of Public Expenditure & Reform as outlined in Section 21 of the Act or when required by CEO/Board of Management and in consultation with recognised trade unions.



APPENDIX A

GUIDANCE FOR MAKING A DISCLOSURE

Disclosures should, ideally, be made in writing and or verbally. When writing a report, a worker should demonstrate and support the reasons for their concerns and provide supporting information or documentation—where such information is available. Any such reports should be factual (to the best of the worker's knowledge) and should address the following details, at a minimum: -

- That the disclosure is being made under the Protected Disclosures Policy,
- The discloser's name, position in the RSA, place of work and confidential contact details. Details can be provided on an anonymised basis if the worker wishes,
- What has occurred/is occurring/likely to occur,
- When it occurred - the date of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced or was identified,
- Where it occurred,
- Who was involved - the name of the person(s) allegedly involved (if any name is known and the worker considers that naming an individual is necessary to expose the wrongdoing disclosed),
- Has it happened before?
- Whether or not it is still ongoing,
- Whether it has already been raised with anyone either within the RSA or externally? If so, to whom, when, and what action was taken,
- Are there any other witnesses? No names need to be provided at this stage.
- Is there any supporting information or documentation?
- How did the matter come to light?
- Any other relevant information.

Further information is available via link and documentation below

WRC Code of Conduct

https://www.workplacerelations.ie/en/what_you_should_know/codes_practice/

Data Protection Commissioner

<https://www.opdc.ie/>

[Interim Guidance for Public Bodies and Prescribed Persons](#)





Helping foster workplaces where people are supported to raise concerns of wrongdoing and act with integrity.

THE INTEGRITY AT WORK PLEDGE

The Road Safety Authority recognises the importance of maintaining an ethical workplace and the valuable contribution of those who raise concerns about wrongdoing. We commit to not penalising, or permitting penalisation against, a worker* who reports risks or incidents of wrongdoing and to responding to or acting upon those concerns.

In committing ourselves to this pledge we will work towards implementing a 'whistleblowing'/protected disclosures policy and procedures which will:

- a. Promote the reporting of wrongdoing or the risk of harm to a responsible person inside the organisation or external bodies as appropriate.
- b. Provide comprehensive information about the types of disclosures that can be made, by whom and in respect of what.
- c. Encourage our workers to seek professional advice both prior or subsequent to making a report.
- d. Assure our workers that any report will be dealt with in the strictest confidence and that their identity or identifying information will not be disclosed to third parties unless required by law or necessary for the purposes of conducting an investigation.
- e. Provide our workers with sufficient notice and a timely explanation in the event that his or her identity is to be disclosed to a third party.
- f. Confirm that reports will be acted upon within a reasonable time frame and take whatever remedial action is deemed necessary by the organisation to address any wrongdoing or the risk of wrongdoing that might have been identified in response to the report.
- g. Commit to keeping any worker who makes a report informed on the progress of investigations.
- h. Provide for appropriate disciplinary action to be taken against anyone found to have penalised a worker for (i) having reported wrongdoing or (ii) refusing to engage in wrongdoing.
- i. Additionally, the organisation commits to record anonymised data each year on i) the number of reports made to it under the Protected Disclosures Act 2014, ii) the nature of each report, iii) the number of complaints of retaliation against workers who have made disclosures and iv) the action taken in response to each report.
- j. Share this data (as set out in paragraph i) with senior management, including the Board, or with the Minister of Public Expenditure and Reform (where appropriate).
- k. Ensure that our managers and responsible persons are aware of our commitments under this Pledge and related policies and procedures and are adequately trained in handling a report.
- l. Publicise our commitment to the Integrity at Work initiative with our workers and other relevant stakeholders.

* "Worker" refers to staff, contractors, consultants, agency staff and interns

Details of our Protected Disclosures Policy and Procedures can be found on our website at (www.rsa.ie)

Signed
Chief Executive Officer 08/07/2022
Position Held Date

Signed
HR Manager 08/07/2022
Position Held Date



APPENDIX B

What to include in a disclosure

Reports should contain at least the following information:

- a. that the report is a protected disclosure and is being made under the procedures set out in this Policy.
- b. the reporting person’s name, position in the organisation, place of work and confidential contact details.
- c. the date of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced or was identified.
- d. whether or not the alleged wrongdoing is still ongoing.
- e. whether the alleged wrongdoing has already been disclosed and if so, to whom, when, and what action was taken.
- f. information in respect of the alleged wrongdoing (what is occurring / has occurred and how) and any supporting information.
- g. the name of any person(s) allegedly involved in the alleged wrongdoing (if any name is known and the worker considers that naming an individual is necessary to report the wrongdoing disclosed); and
- h. any other relevant information.

APPENDIX C

Comparison of the main disclosure channels

Disclosure to:	Employer (Internal report)	Prescribed person (External report)	Commssioner (External report)
Specific sections of the Act	5, 6, 6A	5, 7, 7A	5, 7, 10B, 10C
Who does this apply to:	A worker of the employer. A worker of another employer where the wrongdoing relates solely/mainly to the conduct of that employer or for which the employer has legal responsibility.	A worker.	A worker.
Conditions for protection under the Act	Came to attention in work-related context. Reasonable belief that information tends to show relevant wrongdoing.	Came to attention in work-related context. Reasonable belief that: <input type="checkbox"/> Information tends to show relevant wrongdoing. <input type="checkbox"/> Information and any allegations are substantially true; and <input type="checkbox"/> Relevant wrongdoing relates to	Came to attention in work-related context. Reasonable belief that: <input type="checkbox"/> Information tends to show relevant wrongdoing; and <input type="checkbox"/> Information and any allegations are substantially true.



		matter for which person is prescribed.	
Anonymous reports	Public bodies are required to accept.	Must accept unless prohibited by other legislation.	Must accept.
Method of reporting	In writing or orally or both (at choice of employer).	In writing and orally.	In writing and orally.
Obligations on recipient	Acknowledge within 7 days. Diligently follow-up on information reported. Provide feedback within 3 months. Provide ongoing feedback at 3-month intervals (on request).	Acknowledge within 7 days, unless requested not to or to do so would jeopardise protection of reporting person's identity. Diligently follow-up on information reported. Provide feedback within 3 months (or 6 months in exceptional cases) Provide ongoing feedback at 3-month intervals (on request) Provide information on final outcome of any investigation triggered by report.	Acknowledge within 7 days, unless requested not to or to do so would jeopardise protection of reporting person's identity. Transmit the report within 14 days (or longer in exceptional circumstances) to: <input type="checkbox"/> Such prescribed person(s) as the Commissioner considers appropriate; or <input type="checkbox"/> Another suitable person (other than a prescribed person) as the Commissioner considers appropriate. If no prescribed person or suitable person can be identified, the Commissioner shall follow-up directly on the report in the same manner as a prescribed person.

Disclosure to:	EU Institutions (External report)	Minister (Other)	Other Third Party
Specific sections of the Act	5, 7B	5, 8, 10D	5, 10



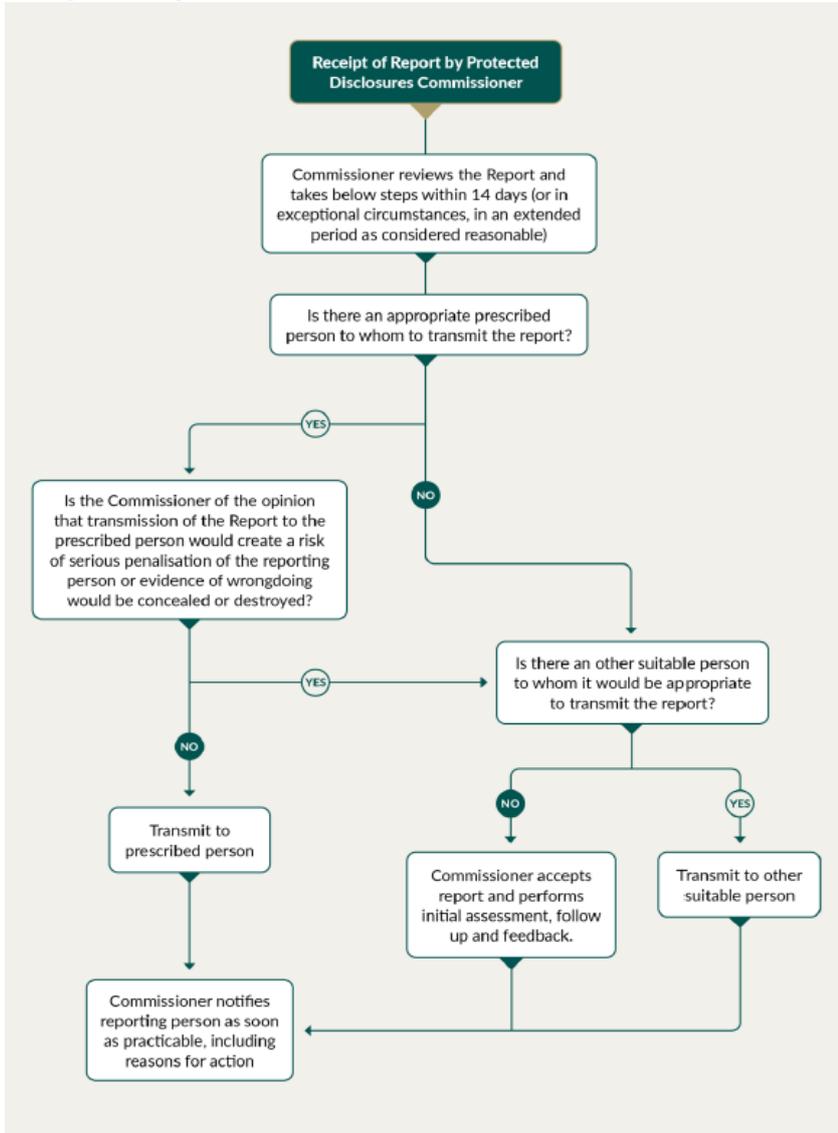
Who does this apply to?	A worker.	A worker who is or was employed by a public body.	A worker.
Conditions for protection under the Act	<p>Came to attention in a work-related context. Reasonable belief that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information on breaches reported was true at time of reporting; and <input type="checkbox"/> Information falls within the scope of EU Directive 2019/1937 (the Whistleblowing Directive). 	<p>Came to attention in work-related context. Reasonable belief that information tends to show relevant wrongdoing. Meets one of the following conditions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has reported internally and/or externally but reasonably believes no action or insufficient follow-up action taken. <input type="checkbox"/> Reasonably believes the Head of the public body concerned is complicit in the wrongdoing. <input type="checkbox"/> Reasonably believes wrongdoing may constitute imminent or manifest danger to public interest. 	<p>Came to attention in a work-related context. Reasonable belief that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information tends to show relevant wrongdoing; and <input type="checkbox"/> Information and any allegations are substantially true. <p>Meets one of the following conditions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has reported internally and/or externally and/or to a Minister but reasonably believes no action or insufficient action taken. <input type="checkbox"/> Reasonably believes: <ul style="list-style-type: none"> o Relevant wrongdoing may constitute an imminent or manifest danger to the public; or o Reporting internally or externally or to a Minister will lead to penalisation or there is a low prospect of the wrongdoing being addressed.
Anonymous reports	Not specified in the Act. Individual EU institutions may have their own rules or policies on anonymous reporting.	Must accept.	At choice of recipient.
Method of reporting	Not specified in the Act. Individual EU institutions may have policies on methods of reporting.	At choice of Minister.	At choice of recipient.
Anonymous reports	Not specified in the Act. Individual EU institutions may have their own rules or policies on anonymous reporting.	Must accept.	At choice of recipient.



<p>Obligations on recipient</p>	<p>Not specified in the Act. Individual EU institutions may be subject to specific obligations as regards the handling of reports.</p>	<p>Transmit the report to the Commissioner within 10 days of receipt. On receipt the Commissioner shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Acknowledge within 7 days, unless requested not to or to do so would jeopardise protection of reporting person's identity. <input type="checkbox"/> Transmit the report within 14 days (or longer in exceptional circumstances) to: <ul style="list-style-type: none"> o Such prescribed person(s) as the Commissioner considers appropriate; or o Another suitable person (other than a prescribed person) as the Commissioner considers appropriate. <input type="checkbox"/> If no prescribed person or suitable person can be identified, the Commissioner shall follow-up directly on the report in the same manner as a prescribed person. 	<p>None.</p>
--	--	---	--------------



APPENDIX D Handling of reports by the Commissioner



Údaras Um Shábháilteacht Ar Bhóithre
Road Safety Authority

Páirc Ghnó Ghleann na Muaidhe, Cnoc
an tSabhaircín, Bóthar Bhaile Átha Cliath,
Béal an Átha, Co. Mhaigh Eo, F26 V6E4.

Moy Valley Business Park, Primrose Hill,
Dublin Road, Ballina, Co. Mayo, F26 V6E4.

Local: 1890 40 60 40 Tel: (096) 25 000
Email: info@rsa.ie Website: www.rsa.ie



MyRoadSafety.ie

Your online resource to easily
and safely manage all your
driver information, services,
tests, permits and licences.