



Public Interest Disclosure Form

Appendix to AP C1: Public Interest Disclosures/Whistleblower Protection

The *Public Interest Disclosure Act* empowers the Ombudsperson to investigate allegations of wrongdoing from current and former employees of ministries and offices of the legislature.

Instructions:

The information you provide in this form will be used to assess whether your report will be investigated. Please provide as much detail as possible. Contact information is optional, however, all other fields are required. Incomplete forms may not be reviewed. If you have questions about completing the form, please contact our office. Once the form is complete it may be submitted:

CONTACT INFORMATION

Important: Reports under the Act may be made anonymously, but we cannot investigate your report unless we can determine that you are an eligible employee, and we may not be able to investigate without obtaining more information from you.

Name: _____ Job Title: _____

How would you like to be contacted? _____

Telephone Number: _____ Email: _____

May we leave a voice message? Yes No

EMPLOYMENT INFORMATION

1. Are you a current or former employee of School District No. 64? _____

2. When did you work for School District No. 64?

I work there now

I worked there from _____ to _____

Important: Wrongdoing may only be disclosed under the Act by an employee or former employee of a public sector organization covered by PIDA. In order to determine that you are legally entitled to make a disclosure under the Act we may ask you to provide evidence that you are a current or former employee.



DESCRIPTION OF THE WRONGDOING

The *Public Interest Disclosure Act* applies to the following kinds of wrongdoing:

- a serious act or failure to act that, if proven, would constitute an offense under an enactment of British Columbia or Canada
 - an act or failure to act that creates a substantial and specific danger to the life, health, or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions
 - a serious misuse of public funds or public assets
 - gross or systemic mismanagement
 - knowingly directing or counseling a person to commit a wrongdoing described above
3. **Please describe your concerns**, keeping in mind how wrongdoing is defined, above. Explain how you learned about the wrongdoing and provide as much detail about the specific allegations as possible, including:
- **Where** the wrongdoing happened or is likely to happen
 - **Who** committed or is about to commit wrongdoing (name, title, and contact information)
 - **When** the wrongdoing occurred or is expected to occur
 - Please identify any applicable laws, Acts, Regulations, or policies that may apply in relation to the wrongdoing

DESCRIPTION OF THE WRONGDOING Continued

4. Have you **reported the wrongdoing** to your employer or any other person or organization? Please provide details of who you reported to, when, their response and contact information.

5. Do you know of any **other organization** that is addressing these allegations? Please provide details.

6. Do you consider the matter urgent? If so, please explain why.

EVIDENCE

Please attach any documents, records, correspondence, recordings or other evidence that you have in your possession related to the allegations of wrongdoing and any previous reports of the allegations you have made.

DECLARATION

- I have provided this information in good faith and on the reasonable belief that it could show a wrongdoing has occurred or is about to occur.