



Safe Disclosure of Wrongdoing

F 4-02

Disclosures of wrongdoing may be made in writing to the Designated Officer of Pembina Hills School Division, or directly to the Public Interest Commissioner. Disclosures may be made using this form, or if the individual chooses, an email or other written disclosure may be submitted but must include all the contents of this form (emails must be sent to a private email service and not the Division's system). If Individuals choose, they may make a complaint online to the Public Interest Commissioner rather than using this form by using the [Complaint of Wrongdoing Form](#). Wrongdoings that must be reported and other information/procedures can be found in [AP 40-02 Public Interest Disclosure](#) and the [Public Interest Disclosure \(Whistleblower Protection\) Act](#).

General Contact Information	
Last Name:	Given Names:
Organization Name:	Title:
Address:	
Town/Province:	Postal Code:
Home Phone:	Cell Phone:
Preferred Method of Communication: <input type="checkbox"/> Mail <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email	

Time Requirements
Is this an ongoing issue? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Did the wrongdoing occur after June 1, 2013? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has more than 2 years passed since the wrongdoing occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

Type of Wrongdoing
Which of the below categories does the wrongdoing apply?
<input type="checkbox"/> Contravention of an Act or Regulation (Contravention of a Law).
<input type="checkbox"/> An act or omission that creates a substantial and specific danger to the life, health or safety of individuals.
<input type="checkbox"/> An act or omission that creates a substantial and specific danger to the environment.
<input type="checkbox"/> Gross mismanagement of public funds or a public asset.

- Gross mismanagement of the delivery of a public service.
- Gross mismanagement of employees – by a pattern of behavior or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation.
- Counselling an individual to commit a wrongdoing mentioned above

**If none of the above, the Public Interest Disclosure Act does not apply. Consider internal department resolution mechanisms.*

Have you made a complaint to your Designated Officer? Yes No

Disclosure Details

Use this area to provide as much information as possible about the wrongdoing and the person(s)/organizations alleged to have committed the wrongdoing. Include if known the following details:

- A description of the wrongdoing
- If known, dates associated with the wrongdoing
- Name and title of the alleged wrongdoer(s)
- Name and title of any other parties involved
- If available, contact information for the parties involved
- The name of the Department, Office, or Public Entity where the wrongdoing occurred
- If applicable, the specific division or business unit where the wrongdoing occurred
- Whether you made a disclosure to your Designated Officer, and if so, details of the response.

**Please attach any available support documents*

Declaration: I believe that all the information provided above is true to the best of my knowledge.

Signature: _____ Date: _____