

TYPE OF WRONGDOING

Which of the below categories does the wrongdoing apply?*

- Contravention of an Act or a regulation (contravention of a law).
- An act or omission that creates a substantial and specific danger to the life, health or safety of individuals.
- An act or omission that creates a substantial and specific danger to the environment.
- 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 other internal policies and procedures.**

GENERAL CONTACT INFORMATION

While anonymous complaints may be accepted, you are encouraged to include your name and contact information. For more information about the advantages and disadvantages of making an anonymous complaint, speak with the designated officer.

Last Name _____ **Given Names** _____

Title: _____

Work Phone: _____ **Other Phone:** _____

Email: _____

Name of your School Branch/Unit/Department (if applicable)

DISCLOSURE DETAILS

Use this area to provide information about the wrongdoing and the person(s) 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
- The name of the school where the wrongdoing occurred
- If applicable, the specific division or business unit where the wrongdoing occurred
- Whether you have reported the alleged wrongdoing using any other internal procedure and the outcome

Disclosure Details*

DECLARATION

**I believe that all the information provided is true to the best of my knowledge.*

**POLICY GBO – Public Interest Disclosure
Exhibit 3– Disclosure of Wrongdoing Form
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Signature: _____

Signature Date _____

Please submit this form and any other supporting documents to the designated officer. If you are unable to include all details about the alleged wrongdoing on this form, you may submit further details as a separate document, however, please include it when you submit this form.