

Purpose

This form is designed to assist you with providing information about how to disclose a serious wrongdoing to your supervisor, Designated Officer, or the BC Ombudsperson. The information provided will help facilitate the review of the disclosure under the [Public Interest Disclosure Act \(PIDA\)](#).

Seeking Advice

Deciding if you should make a disclosure, or whether the situation meets the requirements of a serious wrongdoing under PIDA, may be difficult. Employees of the Mission Public Schools can request and receive advice from the people below:

- Union representative
- Supervisor/Administrator
- Designated Officer ([Board Chair](#), [Secretary-Treasurer](#), or [Superintendent](#))
- The [BC Ombudsperson](#)

Employees seeking advice regarding a PIDA disclosure from any of these individuals will be protected from reprisal under the legislation.

You may seek advice about PIDA at any point during the investigative process.

Information

If you are unable to include all details about the alleged wrongdoing on this form, you may submit further details as a separate document when you submit this form. For more info see the policy and procedure: [Public Interest Disclosure Policy](#), [Public Interest Disclosure Procedure](#). If additional information or clarification is required, the Designated Officer or their representative will contact you directly.

Confidentiality

A team trained in processing PIDA disclosures will review the information you provide while taking strict measures to keep your identity confidential.

Any disclosure or requests for advice will be treated with the strictest confidence.

Employment Status

Are you a current or former Mission Public Schools employee?

Current Former Other _____

**This form is for current or former district employees to assist them in making a disclosure under the Public Interest Disclosure Act.*

Type of Wrongdoing - Please check all that apply.

The wrongdoing I wish to disclose relates to:

- A serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada
- An act of omission 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 counselling a person to commit one or more of the wrongdoings described above.

If none of the above apply, the Public Interest Disclosure Act may not be the best way to raise your concern.

FOIPPA Statement: This information is collected by the Mission Public Schools under s.26(a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used to assess and investigate allegations of serious wrongdoing made under the Public Interest Disclosure Act. If you have questions about the collection of personal information, please contact: privacy@mpsd.ca

Questions marked with an * are required. Disclosures under PIDA cannot be assessed without these fields completed.

Date of Report*: _____

First name | Last name | Title*: _____

Address*: _____

City | Province*: _____ **Postal Code*:** _____

School / Department*: _____

Daytime Phone*: _____ **Email*:** _____

May a message be left at your daytime phone number?

Yes

No

Disclosure Details

In the space provided below, please provide as much information as you can about the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. The following details are required, if known:

- Description of the wrongdoing and any relevant background
- The names of those responsible
- When and where the wrongdoing occurred
- Names of people who witnessed some or all of the wrongdoing, if available

Provide additional documents if more space is needed. Note: supporting materials are not required. Please keep a copy of your submission documents.

Steps Already Taken

This section helps us understand what steps have already been taken to prevent the alleged wrongdoing.

Have you reported the wrongdoing to your supervisor, union representative, another excluded manager, or through another process?

Yes

No

Are you aware if other bodies are investigating the alleged wrongdoing (e.g. grievances through bargaining unit, the court system, BC Ombudsperson, Auditor General, Provincial Health Officer, the police)?*

Yes

No

Unknown

If yes, please specify the body looking into the alleged wrongdoing, the status, and/or any responses received: