

PUBLIC INTEREST DISCLOSURE - WHISTLEBLOWER PROTECTION FORM

Consider the following to determine if there is reasonable cause to file a notice with your Public Interest Commission Designated Officer:

- 1) The Public Interest Disclosure Act applies to employees of government departments, offices of the Legislature and public entities as prescribed in the Public Interest Disclosure Act Regulations, who in good faith disclose a wrongdoing in accordance with the Act.
- 2) The wrongdoing must have occurred after June 1, 2013 and within 2 years of today's date.
- 3) The type of wrongdoing must fall within one (or more) of the following categories:
 - a) Contravention of an Act or a Regulation (Contravention of a Law)
 - b) An act or omission that creates a substantial and specific danger to the life, health or safety of individuals.
 - c) An act or omission that creates a substantial and specific danger to the environment.
 - d) Gross mismanagement of public funds or a public asset.
 - e) Counseling an individual to commit a wrongdoing mentioned above
 - i) If none of the above, the Public Interest Disclosure Act does not apply. You should consider internal department/organization resolution mechanisms.

Under the following circumstances you should make the Disclosure to the Public Interest Commissioner in Edmonton:

- 1) No procedures have been established within my department/public entity, to make a disclosure.
- 2) The subject matter involves the Chief Officer or Designated Officer of my department/public entity.
- 3) There is an imminent risk of a substantial and specific danger to the life, health or safety of individuals, or to the environment, and there is insufficient time to make a disclosure to my Designated Officer.
- 4) An individual reasonably believes that a reprisal is likely to be taken or directed against him/her if the disclosure is made to the Designated Officer.
 - a) To proceed with making a Disclosure of Wrongdoing to the Public Interest Commissioner, please complete the form online @ <http://www.pic.alberta.ca/wrongdoing-form.aspx>

For more information, clarification and/or advice – you may contact the Provincial Public Interest Commissioner in Edmonton.

Office of the Public Interest Commissioner

10303 Jasper Avenue NW, Suite 2800

Edmonton, Alberta T5J 5C3

Fax: 780-427-2759

Email: info@pic.alberta.ca

To make a formal disclosure of wrongdoing to your Designated Officer (Deputy Superintendent) please complete the guide on the next page and submit it in person or by email attachment.

Westwind School Division

Deputy Superintendent
Public Interest Designated Officer
Box 10
445 Main Street
Cardston, AB T0K 0K0
deputy.superintendent@westwind.ab.ca

DISCLOSURE OF WRONGDOING

Employer: Westwind School Division #74
Designated Officer: Deputy Superintendent

Individual Reporting a Wrongdoing

Reporter Contact Information

Name:

Address:

Home Phone:

Cell Phone:

Email:

Preferred Method of Communication

- Mail Home Phone Cell Phone Email

Description of the wrongdoing including all relevant details, dates and locations where the wrongdoings occurred, and all parties involved. Knowingly making a false or misleading statement is an offence pursuant to the Act.

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Provide as much information as possible about the person(s) or organization alleged to have committed the wrongdoing, or is about to commit the wrongdoing, or where the wrongdoing occurred or is about to occur.

Name _____	Title _____
Email _____	Work Phone _____
Address _____	_____
Organization _____	_____
Org Address _____	_____
Name _____	Title _____
Email _____	Work Phone _____
Address _____	_____
Organization _____	_____

Org Address		_____	
Name	_____	Title	_____
Email	_____	Work	_____
Address	_____	Phone	_____
Organization	_____		
Org Address	_____		
Name	_____	Title	_____
Email	_____	Work	_____
Address	_____	Phone	_____
Organization	_____		
Org Address	_____		

Declaration

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

Anonymous complaints will be accepted, but it significantly hinders a timely resolution – also, there is no way to make a report on the decision/findings.

Signature

Date