



Public Interest Disclosures Report Form

(In accordance with Administrative Procedure 115)

The Board of Education of School District No. 43 (Coquitlam) is strongly committed to upholding ethical standards throughout the School District and will foster and maintain an environment where employees can work safely and appropriately and disclose allegations of wrongdoing without fear of reprisal.

In accordance with the *Public Interest Disclosure Act* and Administrative Procedure 115, disclosures by employees may be submitted by confidential email to PIDA@sd43.bc.ca or by completing this form and submitting it by mail, marked "Private and Confidential" to: PIDA Designated Officer, 1080 Winslow Avenue, Coquitlam, BC, V3J 0M6.

As per the *Public Interest Disclosure Act*, the District will endeavor to handle disclosures under Administrative Procedure 115 confidentially, and personally identifiable information from the disclosure will be shared only as reasonable and necessary to conduct a complete and fair investigation or as required by law. A disclosure can be made anonymously but in doing so a discloser needs to be aware that anonymous disclosures may be challenging to fully investigate and some of the notification processes pursuant to Administrative Procedure 115 or the *Public Interest Disclosure Act* will not be actioned. Employees are encouraged to provide their name and contact information when submitting a disclosure to permit appropriate follow up regarding the disclosure.

Discloser's Contact Information

Name	Position
Department/School	Work Phone
Home Address	Home Phone
Best time/place to contact you	

Name of employee who has allegedly committed wrongdoing:

Name	Position
Department/School	Work Phone
Home Address/Home phone (if non-employee)	

Witness(es) Information

Name	Position
Department/School	Home/Work Phone
Name	Position
Department/School	Home/Work Phone

Disclosure: Briefly describe the wrongdoing and how you know about it. *Specify what, who, when, where and how.* If there is more than one allegation, number each allegation and use as many pages as necessary. You are required to include all information listed under Section 15 of the *Public Interest Disclosure Act*.

What wrongdoing occurred?

How long has this been taking place?

Who did the wrongdoing?

When did this happen?

Where did this happen?

What enabled this to happen (how)?

Does anyone else know about the wrongdoing? If so, who?

Evidence

Please describe how an investigator could locate supporting documentation or attach a copy of evidence that you have already in your possession. DO NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access as you are a disclosing party and not an investigator.

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☐	I have read the <i>Public Interest Disclosure Act</i>
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☐	I have read AP 115
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Signature:	Date:
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