

This form is designed to assist you with providing information about how to disclose Wrongdoing under the *Public Interest Disclosure Act* to your supervisor or to one of North Island College's Designated Officers: the Associate Vice President of People, Equity and Inclusion, and the Vice President, Finance and College Services. Prior to the completion of this disclosure form, please review North Island College's Public Interest Disclosure (Whistleblower) Policy and Procedures.

If you are unable to include all of the details about the alleged Wrongdoing on this form, you may submit further details as a separate document. Please include it when you submit this form.

**Your disclosure will be treated with the strictest confidence in accordance with North Island College Policy [#1-23 Public Interest Disclosure \(Whistleblower\)](#) and [Procedures](#).**

**Questions marked with an \* are required. Disclosures cannot be assessed unless they contain responses to these questions.**

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## Employment Status \*

**This form is for current and former employees or for current or former members of the Board of Governors of North Island College to assist them in making a disclosure under *the Public Interest Disclosure Act*.**

What is the nature of your relationship with North Island College? *(Please check applicable box)*

Current employee or member of the Board of Governors

Former employee, member of the Board of Governors who was employed or acting at the time the alleged Wrongdoing was discovered or occurred

Former employee, member of Board of Governors who was **not** employed or acting at the time the alleged Wrongdoing was discovered or occurred

Contractor

Student

Other (define)

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## Type of Wrongdoing \*

The Wrongdoing I wish to disclose relates to: \* *(Please check all that apply)*

A serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada.

An act or 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.

Someone knowingly directing or counselling a person to commit one or more of the Wrongdoings described above.

**If none of the above apply, please consider whether other College policies would provide a more appropriate method to address your concern. If you are unsure, you may contact your Exempt Administrator or a Policy Advisor.**

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**Contact Information**

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Address:	<input type="text"/>
Street address:	<input type="text"/>
City:	<input type="text"/>
Province:	<input type="text"/>
Postal code:	<input type="text"/>
Daytime phone number:	<input type="text"/>
Other phone number:	<input type="text"/>
Email:	<input type="text"/>

May a message be left at your daytime phone number?

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**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 or about to commit 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 or may be about to occur
- Names of people who witnessed some or all of the Wrongdoing, if available

If this space is not sufficient, please include additional documents. Retain copies of all your submissions.  
Note: you don't have to provide supporting materials.

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**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 an Exempt Administrator, a Designated Officer, or raised the issue through any other process at the College or with the Ombudsperson? \*

Are you aware if other bodies are investigating the alleged Wrongdoing (e.g., grievances through bargaining unit, the court system or under another law, Health Officer, the police)? \*