



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

GBKA-E-1

#1365378

Public Interest Disclosure – (Whistleblower Protection) Act (PIDA) Disclosure of Wrongdoing Form

St. James-Assiniboia School Division encourages employees to raise concerns of suspected wrongdoing, in good faith, with protection from reprisal or retaliation. All complaints will be investigated with strict confidentiality.

This form is designed to guide you in providing necessary information about a disclosure of wrongdoing to your supervisor or Superintendent/CEO or designate. The information provided in the form will assist in an investigation as required under the Public Interest Disclosure (Whistleblower Protection) Act.

Alternatively, you may wish to make a disclosure of wrongdoing directly with the Manitoba Ombudsman. More information on the complaint process may be found on their website www.ombudsman.mb.ca or you may access their disclosure form by using the following link address: <https://www.ombudsman.mb.ca/disclosures/make-a-disclosure.html>.

All complaints must be sent in writing and in confidence to:

PIDA Designated Officer – Superintendent/CEO or designate
2574 Portage Avenue
Winnipeg, Manitoba R3J 0H8
Phone: (204)888-7951
Personnel and Confidential – Suspected Wrongdoing

A wrongdoing I wish to disclose relates to:

- ☐ an act or omission constituting an offence under an Act of the Legislature or Parliament of Canada, or a regulation made under an Act
- ☐ 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 part of the ordinary course of an employee's work
- ☐ gross mismanagement, including public funds or public asset
- ☐ knowingly directing or counselling a person to commit a wrongdoing

Please check all the boxes above that apply and add any additional comments in the space below and attach any supporting documentation. If the wrongdoing does not fall

under one of the above categories, the Public Interest Disclosure (Whistleblower Protection) Act may not apply and it may not be possible to investigate under PIDA. However, you may be able to have the matter addressed through another division policy, contact your supervisor for guidance.

CONTACT INFORMATION

Last Name

First Name

Address (including city, postal code)

Phone Number(s)

Email Address

DESCRIPTION OF WRONGDOING

In the space below please provide information about the wrongdoing and the person or persons alleged to have committed or about to commit the wrongdoing (provide department/location and position information). Also include any evidence or supporting documentation. The following detail is required if known:

- a description of the wrongdoing
- the name of the alleged wrongdoer(s)
- the date of the wrongdoing
- whether the wrongdoing has already been disclosed and a response received
