

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 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. Counselling an individual to commit 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 (Assistant Superintendent of Human Resources) please complete the guide on the next page and submit it in person or by email attachment.

Westwind School Division

Assistant Superintendent Human Resources

Public Interest Designated Officer

Box 10

445 Main Street

Cardston, AB T0K 0K0

todd.heggie@westwind.ab.ca

DISCLOSURE OF WRONGDOING

Employer: Westwind School Division

Designated Officer: Assistant Superintendent Human Resources

Reporter Contact Information

Name:	
Address:	
Home Phone:	
Cell Phone:	
Email:	
Preferred Method of Communication:	

Description

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.

Additional Information

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:	Address:
Organization:	Work Phone:

Name:	Title:
Email:	Address:
Organization:	Work Phone:

Name:	Title:
Email:	Address:
Organization:	Work Phone:

Name:	Title:
Email:	Address:
Organization:	Work Phone:

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