



Reporting Suspected Wrongdoing Form Administrative Procedure 5.210A

5.0 Business Administration

Purpose

Evergreen School Division encourages employees and other individuals to raise concerns of suspected wrongdoing, in good faith, with protection from reprisal or retaliation.

All complains will be investigated with strict confidentiality. The process has been designed to protect your identity when communicating your concern. The investigation of suspected wrongdoing will be most effective if your contact information and details regarding the suspected wrongdoing is provided in the report.

Please submit this report to:

Superintendent/CEO

Evergreen School Division

140 Centre Avenue W.

Box 1200

Gimli, Manitoba, R0C 1B0

Confidential – Suspected Wrongdoing

Part A: Contact Information of Discloser

Name: _____

Address: _____

Telephone: _____

Email: _____

Best time/method to reach you: _____

Part B: Contact Information of Additional Discloser (if applicable)

Name: _____

Address: _____

Telephone: _____

Email: _____

Best time/method to reach you: _____

Part C: Report of Suspected Wrongdoing

Date and Time of Submission (DD/MM/YY): _____

- a. What wrongdoing occurred? Describe the incident(s) in detail.

- b. When and where did this incident occur?

- c. How long has the wrongdoing been taking place?

- d. Who committed the wrongdoing? Provide the individual's name and current position.

- e. How did you come to know about this suspected wrongdoing?

- f. Has this wrongdoing already been disclosed and if so, what response was received?

- g. Briefly describe any other relevant information related to this suspected wrongdoing. You may attach a separate report if necessary.

Part D: Evidence

Please attach a copy of any evidence you may have in your possession; describe how an investigator could locate the evidence or supporting documentation for the matters described above; or, list any documentation that you are aware of that supports your allegation.

Note that you show **not** attempt to obtain evidence or access information protected under *The Freedom of Information and Protection of Privacy Act*.