

Mail to:

Vancouver School Board
1580 West Broadway
Vancouver BC V6J 5K8

FOIPPA Statement

This information is collected by the Vancouver School Board under s.26(a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used to assess and investigate allegations of serious wrongdoing made under the Public Interest Disclosure Act. If you have questions about the collection of personal information, please contact the VSB Privacy Office at privacy@vsb.bc.ca.

This form is designed to assist you with providing information about how to disclose a serious wrongdoing to your supervisor, or designated officer. The information provided on this form will help facilitate review of the matter under the [Public Interest Disclosure Act](#)

If you are unable to include all 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.

The designated officer will review the information you provide while taking strict measures to keep your identity confidential. A team trained in processing PIDA disclosures will review the information you provide while taking strict measures to keep your identity confidential. If additional information or clarification is required, the designated officer will contact you directly.

Questions marked with an * are required. Disclosures under PIDA cannot be assessed without these completed fields.

1. *Indicate if the alleged wrongdoing is about:

- The superintendent.
- The secretary-treasurer.
- Both, the superintendent, and secretary-treasurer
- Employee
- None of the above

On the envelope: If the alleged wrongdoing is about the Superintendent mark it for the attention of the Secretary-Treasurer, if it is about the Secretary-Treasurer mark it for the attention of Superintendent, if it is about both then mark it for the attention of the Board Chairperson. All other disclosures mark for the attention of The Executive Director, Employee Services.

All reports will be considered in a timely and fair manner.

2. *Are you a member of the public, meaning never been employed by the Vancouver School District? If Yes go to question 5.

- Yes
- No

3. *Are you a current employee of the School District?

- Yes
- No

4. *Were you an employee of the School District when the alleged wrongdoing occurred or was discovered?

- Yes

No

5. *Type of Wrongdoing

Please check one or any that apply.

The alleged wrongdoing, I wish to disclose relates to:

- 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.
- Knowingly directing or counselling a person to commit one or more of the wrongdoings described above.

If none of the above apply, the Public Interest Disclosure Act may not be the best way to raise your concern. Please consider addressing the matter through other internal policies and procedures (e.g. [Conflict of Interest](#)), reviewing the website at <https://www.vsb.bc.ca>, or contacting your supervisor for guidance.

6. *While anonymous disclosures may be accepted under the Public Interest Disclosure Act, we may not be able to investigate it we are unable to contact you to confirm you are a current or former employee to obtain further details, evidence, or clarification about your disclosure.

Do you wish to submit this Disclosure anonymously?

Yes

No

Contact Information

Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

Your Name

First: Last:

Address

Street address:

Unit number:

City: Province:

Postal code:

Phone Numbers

Daytime phone number: Other phone number:

Email:

May a message be left at your daytime phone number?

Yes

No

***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. 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
- Names of people who witnessed some or all of the wrongdoing, if available

Disclosure Details:

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.

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 your supervisor, HR advisor, another excluded manager, or through another process?

Yes

No

Are you aware if other bodies are investigating the wrongdoing (e.g., grievances through bargaining unit?)

Yes

No

Unknown

If yes, please specify the body looking into the wrongdoing, the status, and/or any responses received:

Find out more about making a Public Interest Disclosure by going to the pida.vsb.bc.ca

CLEAR FORM