Public Interest Disclosure Report Form

Reporting Form for public interest disclosure of wrongdoing under the Public Interest Disclosure (Whistleblower Protection) Act (Alberta)

# Guidelines

### What is the purpose of the Public Interest Disclosure Report Form?

The Public Interest Disclosure Report Form is to be used for reporting wrongdoings which include **only those matters** where there is an allegation of significant or serious **wrongdoing** defined as:

* *A contravention of an act or a regulation of Alberta or Canada;*
* *An act or mission that creates a substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee, or a substantial and specific danger to the environment;*
* *gross mismanagement, including an act or omission that is deliberate and that shows a reckless or wilful disregard for the proper management of*

*(i) public funds or a public asset,*

*(ii) the delivery of a public service, including the management or performance of*

*(A) a contract or arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract or arrangement, and*

*(B) the duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment,*

*(iii) employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation.*

* *Knowingly directing or counseling an individual to commit a wrongdoing mentioned above.*

### Why would you use the Public Interest Disclosure Report Form?

You may use this Public Interest Disclosure Report Form and procedure if you want **to** **report an allegation of wrongdoing** as defined above.

### Who can report a wrongdoing?

**Any employee** of the University can report a wrongdoing.

### When do you report a wrongdoing?

You report an allegation of wrongdoing **as soon as** **you become aware of a matter that should be reported** according to the Public Interest Disclosure Framework. Any employee who is considering making a Disclosure may request information or advice from the Supervisor, the Designated Officer, or the Chief Officer prior to submitting a Disclosure.

### How do you report a wrongdoing?

To report a wrongdoing, please follow these **two steps**:

1. Complete the attached Public Interest Disclosure Report Form; and
2. Send the fully completed Form along with all supporting documentation (if available):
   * *Either* as an email attachment to [safedisclosure@macewan.ca](mailto:safedisclosure@macewan.ca), a dedicated email address only accessed by the Designated Officer or Chief Officer (or designate) for the University;
   * *Or* as a printed copy in a sealed envelope addressed to the Designated Officer, Public Interest Disclosure, MacEwan University, City Centre Campus, 7-217C, 10700-104 Avenue, Edmonton, AB T5J 4S2
   * *Or* submitted through ConfidenceLine, the University’s third party safe disclosure reporting system, at <http://www.macewan.confidenceline.net> or 1-800-661-9675

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| **MACEWAN UNIVERSITY**  **PUBLIC INTEREST disclosure report FORM** | | | | | |
| **Date of this Public Interest Disclosure Report**  *Please use the following format: YYYY/MM/DD.* |  | | | | |
| **Your Name**  *Please note: If you do not provide your name you will receive no updates on the status of your reports and it may not be possible to pursue an investigation into your report.* | Name:  Phone:  Email:  ☐ I wish to remain anonymous | | | | |
| **Are you an employee of MacEwan University?** | ☐ Yes  ☐ No: Relationship to University: | | | | |
| **Is this urgent?**  *Is there an imminent risk of specific or substantial danger to life, health or safety of a person or to the environment, or is the wrongdoing expected to occur in the very near future?*  *If so, please describe.* | ☐ No  ☐ Yes: please briefly explain hereafter. | | | | |
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| **Have you previously reported this wrongdoing?**  *Please identify the date(s) and person(s) / department(s) you contacted and the results of that action (i.e. why you feel that nothing or not enough is being done). Provide particulars.* | ☐ No  ☐ Yes: please briefly explain hereafter and attach a copy of report and response (if any). | | | | |
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| **Are you concerned of a reprisal being made against yourself or others?** | ☐ No  ☐ Yes: please briefly explain hereafter. | | | | |
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| **Alleged Wrongdoing(s)** | | | | | |
| **Type**  *Please check the appropriate type(s) of wrongdoing(s) which apply to the allegation you are reporting.* | ☐ A contravention of an act or regulation of Alberta or Canada;  ☐ An act or omission that creates:  ☐ A substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee, or  ☐ A substantial and specific danger to the environment;  ☐ gross mismanagement, including an act or omission that is deliberate and that shows a reckless or wilful disregard for the proper management of  (i) public funds or a public asset,  (ii) the delivery of a public service, including the management or performance of  (A) a contract or arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract or arrangement, and  (B) the duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment,  (iii) employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation; or  ☐ Knowingly directing or counseling an individual to commit a wrongdoing mentioned above. | | | | |
| **Description**  *Please describe what the alleged wrongdoing(s) is(are) about. Detailed information is required to enable a full review of the matter. Attach a separate page if more space is required and attach all supporting documentation (if available).* |  | | | | |
| **Status**  *Please check the appropriate status. If both apply, please explain in the Additional Information section, below.* | Already Committed: ☐ | *and/or* | Continuing: ☐ | *and/or* | About to be Committed: ☐ |
| **Date**  *Please provide the date the wrongdoing(s) was committed and/or is(are) about to be committed (YYYY/MM/DD).* |  | | | | |

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| **ALLEGED INDIVIDUAL(S)** | |
| **Name**  *Please provide the name(s) of the main individual(s) alleged to have committed the wrongdoing.* |  |
| **Additional Name(s)**  *Please provide the name(s) of any other individual(s) who may have information about the alleged wrongdoing.* |  |
| **Additional Information** | |
| *Please provide any additional information which may be useful for reviewing the allegation. Attach a separate page if required.* |  |
| **List of Evidence and Relevant Documentation Attached**  *Please provide any evidence or documentation which may be useful for reviewing the allegation. Please provide a brief description of each attachment.* |  |

# What will happen next?

When you send the completed Form, the following two steps will occur:

1. Within five business days the Designated Officer for public interest disclosure will send you an email to acknowledge receipt of the Form; and
2. If sufficient information exists within the Disclosure, the public interest disclosure procedures will commence, as outlined in the Public Interest Disclosure Framework.

Please note the following:

* If there is insufficient information provided, the investigation may not proceed or may be discontinued;
* By sending this report, you implicitly agree that the Designated Officer may contact you for further information, unless you have indicated that you wish to remain anonymous;
* Unless this report is made anonymously, you may be contacted by the Designated Officer for further information regarding the report, or by an investigator assigned by the Designated Officer to investigate the report; and
* If you make an anonymous Disclosure, you will *not* be apprised of the progress or outcome of the investigation.