Public Interest Disclosure (Whistle Blower) Disclosure Form
(In accordance with Policy 27, Regulations and Administrative Procedures)

Comox Valley School District – 71 will handle all complaints with strict confidentiality. The process has been designed to protect your identity when communicating your concern.

It is important for employees making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information when submitting a complaint. Should you not wish to provide your name, reported incidents will still be accepted and investigated as appropriate.

REPORTERS'S CONTACT INFORMATION (Not Required)

NAME	POSITION
DEPARTMENT/SCHOOL	WORK PHONE
HOME ADDRESS	HOME PHONE
BEST TIME/PLACE TO CONTACT YOU	

SUSPECT(S) INFORMATION

NAME	POSITION
DEPARTMENT/SCHOOL	WORK PHONE
HOME ADDRESS/HOME PHONE (IF NON-EMPLOYEE)	

WITNESS(ES) INFORMATION

NAME	POSITION
DEPARTMENT/SCHOOL	HOME/WORK PHONE
NAME	POSITION
DEPARTMENT/SCHOOL	HOME/WORK PHONE

> **COMPLAINT:** Briefly describe the improper activity and how you know about it. Specify *what, who when, where and how.* If there is more than one allegation, number each allegation and use as many pages as necessary.

What wrongdoing occurred?

How long has this incident been taking place?

When did this happen?

Where did this happen?

What enabled this to happen (how?)

EVIDENCE: Please describe how an investigator could locate supporting documentation or attach a copy of evidence that you have already in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access. As such, whistleblowers are "reporting parties" not investigators.

Reference - Form 27-AP

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act

Adopted: June 20, 2017
Revised: June 25, 2019
Updated: December 2023

Reporting party: Please note that the form can be dropped off to the School Board Office to the attention of the Designated Officer or sent via email to Designated.Officer@sd71.bc.ca