



LEARNING THAT TAKES YOU BEYOND

REPORT OF WRONGDOING FORM

Form for current and former JIBC employees, service providers and volunteers

Email to: safedisclosure@jibc.ca

or

Mail to: PIDA Designated Officer
715 McBride Blvd
New Westminster, BC V3L 5T4

Privacy Statement

The Justice Institute of British Columbia collects this information in accordance with sections 26(a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of evaluating and investigating reports made under the *Public Interest Disclosure Act*. If you should have any inquiries regarding the gathering of personal information, please contact privacy@jibc.ca.

Contact Information

First Name:	Last Name:	
Preferred Name:	Telephone Number:	
Email:		
Address where we may contact you:		
How would you like to be contacted?	Email	By phone
Preferred contact time:	AM	PM
May we leave a voice message:	Yes	No
Important: You may make an anonymous report under the <i>Public Interest Disclosure Act</i> . However, we may not be able to investigate without obtaining further information from you.		

Employment Information

___ I am a current employee of the Justice Institute of British Columbia

___ I worked for the Justice Institute of British Columbia from _____ to _____

___ Other (please explain): _____

Description of Wrongdoing

PIDA is applicable to all current and former employees at JIBC. It covers various types of serious wrongdoing, including:

- 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 JIBC funds or JIBC assets;
- gross or systemic mismanagement; or
- knowingly directing or counselling a person to commit any act or omission described above.

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 information;
- The names of those responsible;
- When and where the wrongdoing occurred; and
- Names of people who witnessed some or all of the wrongdoing, if applicable.

Disclosure Details:

If you require more space, feel free to attach additional documents. Please keep copies of all your submissions. Please be aware that providing supporting materials is optional.

Steps Already Taken

If you have already reported the wrongdoing to your supervisor or another individual within the organization, please provide information on who you reported it to, the date of the report, their response, and their contact information.

If you are aware of any other complaint mechanisms or organizations that are handling these allegations, please provide the relevant information:

Supporting Documents

If you would like to include any supporting documentation regarding the allegations of wrongdoing under PIDA, please upload them here. Attach any documents, records, correspondence, recordings, or other evidence you possess, as well as any previous reports you have made regarding the allegations.

Declaration

___ I have submitted this Report of Wrongdoing Form in good faith and with a reasonable belief that it may demonstrate a wrongdoing that has been or is about to be committed.

Please send the completed form to your supervisor or to the Designated Officer by email or mail. For more information, please refer to [Policy 2107 Safe Disclosure](#) and [Procedure 2107-001 Safe Disclosure](#).