

## DISCLOSURE OF WRONGDOING

Current and former employees seeking to disclose Wrongdoing at Douglas College, as enabled by the Province of BC's [Public Interest Disclosure Act](#) (the Act), may use this form to provide the information required to support the disclosure.

Disclosures may be directed to a Responsible Administrator (RA), one of the College's Designated Officers or the provincial Ombudsperson, as per the Act. Please see Douglas College administration policy **A43** [Public Interest Disclosure \(Whistleblower\) Policy](#) for more information on disclosures.

If the space provided on this form is not sufficient, please attach a separate document providing the additional information about the alleged Wrongdoing before forwarding the information to one of the appropriate recipients (listed above). Please retain a copy of your disclosure submission.

***Disclosures are treated in strictest confidence, in accordance with legislation and College policy.***

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**Questions marked with an asterisk (\*) must be completed for the Disclosure to be assessed.**

### 1. Employment Status\*

Please indicate your employment relationship with Douglas College.

- Current employee (staff, faculty, administration)
- Former employee (staff, faculty, administration)
- Director, Douglas College Board

### 2. Type of Wrongdoing\*

The Wrongdoing I wish to disclose relates to (*please check all that apply*):

- 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
- Someone knowingly directing or counselling a person to commit one or more Wrongdoing(s) (as described above)

**If none of the above applies, the matter you wish to address may fall under jurisdiction of another College policy or internal procedure. Please review College [administration policies](#) or contact your RA.**

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Your Information

**Name**

First:

Last:

**Address**

Street address:

Unit number:

City:

Province:

Postal code:

**Contact Information**

Daytime phone number:

Other phone number:

Email:

May a message be left at your daytime phone number? (yes/no) \_\_\_\_\_

**3. Steps Already Taken\***

*This section helps us understand what steps have already been taken to prevent or address the alleged Wrongdoing.*

Have you already reported the Wrongdoing to your Responsible Administrator, a College Designated Officer or another excluded manager, or someone else through another process?\* (yes/no)

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To the best of your knowledge, is any other individual or body already investigating the alleged Wrongdoing (e.g., through a grievance process, the court system, the Health or Environmental Protection Officer, the provincial Ombudsoffice or the police)?\* (yes/no) \_\_\_\_\_

If yes, please specify the individual or body already involved, and give details:

\_\_\_\_\_

#### 4. Disclosure Details\*

In the space below, please provide as much information as you can about the alleged Wrongdoing and the person(s) alleged to have committed (or to be about to commit) the Wrongdoing.

Include following details, if known:

- Description of the Wrongdoing and any relevant background, including any relevant provincial or federal law and/or College policy that the Wrongdoing violates (or will violate, if in future)
- The names of those responsible
- When and where the Wrongdoing occurred (or will occur)
- Names of those who witnessed some or all of the Wrongdoing, if available

**Attach a separate document if this space is insufficient. (Please retain a copy of all submissions.)**