

**REPORTING FORM (WHISTLEBLOWER)**

The Swan Valley School Division encourages employees to raise concerns of suspected wrongdoing, in good faith, with protection from reprisal or retaliation. Disclosures of wrongdoing must be made in writing. This form is for employees of the Swan Valley School Division to make disclosures to a supervisor, a designated officer, or Manitoba Ombudsman. If you are a student, parent, or other member of the public with information you would like to disclose, you may submit the form to Manitoba Ombudsman or visit their website for more information.

Please submit this report to:  
Superintendent/CEO or designate  
Swan Valley School Division  
1481 3<sup>rd</sup> Street North  
Swan River, MB R0L 1Z0  
Confidential – Suspected Wrongdoing

**PART A: Discloser's Contact Information**

NAME \_\_\_\_\_  
CONTACT PHONE # \_\_\_\_\_  
  
ADDRESS \_\_\_\_\_  
CONTACT EMAIL \_\_\_\_\_  
  
BEST TIME/PLACE TO CONTACT YOU \_\_\_\_\_

**Additional Discloser (if applicable)**

NAME \_\_\_\_\_  
CONTACT PHONE # \_\_\_\_\_  
  
ADDRESS \_\_\_\_\_  
CONTACT EMAIL \_\_\_\_\_  
  
BEST TIME/PLACE TO CONTACT YOU \_\_\_\_\_

## **PART B: Report of Suspected Wrongdoing**

Date and Time of Submission (dd/mm/yy):

1. What wrongdoing occurred? Describe the incident(s) in detail.
2. When and where did this incident occur?
3. How long has the wrongdoing been taking place?
4. Who committed the wrongdoing? Provide the individual's name and current position.
5. How did you come to know about this suspected wrongdoing?
6. Briefly describe any other relevant information related to this suspected wrongdoing. You may attach a separate report if necessary.
7. Has this wrongdoing already been disclosed and if so, what response was received?

## **PART C: Evidence**

Please attach a copy of any evidence you may have in your possession; describe how an investigator could locate the evidence or supporting documentation for the matters described above; or, list any documentation that you are aware of that supports your allegation.

If the disclosure involves personal information or confidential information, the employee must take reasonable precautions to ensure that no more information is disclosed than is necessary to make the disclosure.

Note that you should not attempt to obtain evidence or access information protected under The Freedom of Information and Protection of Privacy Act.