

Policy K-9

Procedure K-9, Suspected Wrongdoing Reporting Form

Turtle Mountain School Division encourages trustees, employees and other individuals to raise concerns of suspected wrongdoing, in good faith, with protection from reprisal or retaliation. All complaints will be investigated with strict confidentiality. The process has been designed to protect your identity when communicating your concern. The investigation of suspected wrongdoing will be most effective if your contact information and details regarding the suspected wrongdoing is provided in the report. Please submit this report to the Superintendent/CEO.

PART A: Reporter's Contact Information

Association with the Division: Staff Student Parent Other (please explain):

NAME:

CONTACT PHONE #

ADDRESS:

CONTACT EMAIL:

BEST TIME/PLACE TO CONTACT YOU:

PART B: Other Reporter or Witness Contact Information (if applicable)

Association with the Division: Staff Student Parent Other (please explain):

NAME:

CONTACT PHONE #

ADDRESS:

CONTACT EMAIL:

BEST TIME/PLACE TO CONTACT YOU:

PART C: 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?

Cross Reference

Approval Date: January 9, 2019

Review Date:

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6. Briefly describe any other relevant information related to this suspected wrongdoing. You may attach a separate report if necessary.

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

Cross Reference

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