



## Whistle Blowing Complaint Report Form

(In accordance with Policy #7110 and Regulation #7110.1)

School District No. 36 (Surrey) wishes to encourage employees to make appropriate reports under Policy #7710 – *Whistle Blowing* Complaints may be submitted by confidential email to HRES-Office@surreyschools.ca or by completing this form and submitting it by mail, marked “Private and Confidential” to: Human Resources Dept. 14033-92nd Ave, Surrey, BC, V3V 0B7.

To the extent possible, complaints received will be considered confidential, and the District will take appropriate steps to protect the interests of the individual making the report. However, individuals are encouraged to provide their name and contact information, when submitting a complaint, to permit appropriate follow up. Should you not wish to provide your name, reported incidents will still be accepted and investigated as appropriate.

### Reporters 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?

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How long has this incident been taking place?

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Who did the wrongdoing?

When did this happen?

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Where did this happen?

What enabled this to happen (how)?

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**Evidence**

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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.