

## Disclosure Form

Send this completed form to The Safe Reporting Office [safereporting@phsa.ca](mailto:safereporting@phsa.ca)

<p><i>The Safe Reporting Office uses this form and the information provided to assess whether to investigate your disclosure and how it will be investigated. Please provide as much detail as possible. If you require assistance completing this form, please contact the Safe Reporting Office.</i></p>	<p><i>The Public Interest Disclosure Act (PIDA) allows current and former employees of PHSA to report allegations of <u>serious or systemic wrongdoing</u> to their supervisor, the Safe Reporting Office, the Designated Officer or to the Office of the Ombudsperson.</i></p> <p><i><u>Note:</u> disclosures or concerns that do not meet the PIDA definitions of serious or systemic wrongdoing may still be investigated under another appropriate policy such as the Safe Reporting or Fostering a Culture of Respect Policy.</i></p>
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### Contact information

**Important:** Reports may be made anonymously, but we may not be able to investigate without obtaining more information from you. Please consider identifying yourself or providing contact information.

Name: \_\_\_\_\_

Preferred pronoun: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Address where we may contact you: \_\_\_\_\_

Preferred contact time? \_\_\_\_\_

How would you like to be contacted?     Email     Telephone     Mail

May we leave a voice message?     Yes     No

### Employment information

Are you a current or former employee of the Provincial Health Services Authority?

I am a current employee

I am a former employee. I worked at PHSA from \_\_\_\_\_ to \_\_\_\_\_

### Description of the wrongdoing

This Disclosure is made in accordance with the *Public Interest Disclosure Act* (see criteria below).     Yes     No

1. The *Public Interest Disclosure Act* applies to the following kinds of serious wrongdoing:

- a serious act or failure to act that, if proven, would constitute an offence under an enactment of British Columbia or Canada
- an act or failure to act 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
- knowingly directing or counselling a person to commit a wrongdoing described above

2. Please describe your concerns. Explain how you learned about the wrongdoing and provide as much detail about the specific allegations as possible, including:

- **Where** the wrongdoing happened or is likely to happen
- **Who** committed or is about to commit wrongdoing (name, title and contact information)
- **When** the wrongdoing occurred or is expected to occur
- Please identify any applicable laws, Acts, Regulations or PHSA policies that may apply in relation to the wrongdoing

3. Have you already **reported the wrongdoing** to anyone in the organization or to an external party? Please provide details of who you reported to, when, and their response.

4. Do you know of any other organization that is addressing these allegations? Please provide details.

5. Do you consider the matter urgent? If so, please explain why.

### Evidence

Please attach any documents, records, correspondence, recordings or other evidence that you have in your possession that support the allegations of wrongdoing.

### Declaration

- I have provided this information in good faith and on the reasonable belief that it could indicate a wrongdoing, as described above, has been or is about to be committed.