



Safe Disclosure of Wrongdoing – General Information

Consider the following to determine if there is reasonable cause to file a Disclosure of Wrongdoing with your Designated Officer:

- 1) The [Public Interest Disclosure \(Whistleblower Protection\) Act](#) applies to employees of government departments, offices of the Legislature and public entities as prescribed in the Public Interest Disclosure Act Regulations, who in good faith disclose a wrongdoing in accordance with the Act.
- 2) The wrongdoing must have occurred after June 1, 2013 and within 2 years of today's date.
- 3) The type of wrongdoing must fall within one or more of the following categories:
 - a) Contravention of an Act or Regulation (Contravention of a Law)
 - b) An act or omission that creates a substantial and specific danger to the life, health, or safety of individuals.
 - c) An act or omission that creates a substantial and specific danger to the environment.
 - d) Gross mismanagement of public funds or a public asset.
 - e) Counseling of an individual to commit a wrongdoing mentioned above.
(If none of the above has occurred, the Public Interest Disclosure Act does not apply. You should consider internal department / organization resolution mechanisms.)

If you wish to submit a formal disclosure of wrongdoing to your Designated Officer, please complete Form 4-02 on the following page and submit it by email, mail, or in person to:

[Assistant Superintendent of Employee Services](#)
Pembina Hills Regional Division No. 7
5310 – 49 Street
Barrhead, AB T7N 1P3
Phone 780-674-8500

Under the following circumstances you should submit a Disclosure of Wrongdoing to the Office of the Public Interest Commissioner in Edmonton:

- 1) No procedures have been established within my department/public entity to make a disclosure.
- 2) The subject matter involves the Chief Officer or Designated Officer of my department / public entity.
- 3) There is an imminent risk of a substantial and specific danger to the health, life or safety of individuals, or to the environment, and there is insufficient time to make a disclosure to my Designated Officer.
- 4) An individual reasonably believes that a reprisal is likely to be taken or directed against him/her if the disclosure is made to the Designated Officer.

To proceed with submitting a Disclosure of Wrongdoing to the [Public Interest Commissioner](#), please complete this form: <https://yourvoiceprotected.ca/wp-content/uploads/2014/04/Online-Disclosure-Form.pdf>

For more information, clarification, and/or advice, you may contact the Public Interest Commissioner.

Office of the Public Interest Commissioner
10303 Jasper Avenue NW, Suite 2800
Edmonton, AB T5J 5C3
Phone 780-461-1531
Toll Free 1-855-641-8659
Email info@pic.alberta.ca



Safe Disclosure of Wrongdoing

Individual Reporting the Wrongdoing	
Name:	Email:
Address:	
Town/Province:	Postal Code:
Home Phone:	Cell Phone:
Preferred Method of Communication: <input type="checkbox"/> Mail <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email	

Please indicate a description of wrongdoing including all relevant details, dates and locations where the wrongdoings occurred and all parties involved.

Provide as much information as possible about the person(s) or organization alleged to have committed the wrongdoing, or is about to commit the wrongdoing, or where the wrongdoing is about to occur.

Name:	Title:
Address:	
Email:	Phone:
Organization:	
Organization Address:	
Name	Title
Address:	
Email:	Phone:
Organization:	
Organization Address:	

*Please attach any additional required information.

Declaration: I believe that all the information provided above is true to the best of my knowledge.

Signature: _____ Date: _____