
Approval Authority: Board of Governors

Date Approved: June 11, 2024

Administrative Responsibility: President

Appendix I – Disclosure Form

Nicola Valley Institute of Technology *Public Interest Disclosure Act* Disclosure Form

This form is designed to assist you with providing information about how to disclose Wrongdoing under the Public Interest Disclosure Act to the Designated Officers in accordance with NVIT’s Policy and Procedures.

If you are unable to include all details about the alleged Wrongdoing on this form, you may submit further details as a separate document. Please include it when you submit this form. Questions marked with a * are mandatory.

NVIT’s Designated Officers are Chief Financial Officer, Paul Grewal and Manager of Human Resources, Ashley Nickel. They can be reached at PIDA@nvit.ca.

Employment Status*

This form is for current and former employees within NVIT to assist them in making a disclosure under the Public Interest Disclosure Act.

Are you a current or former employee of NVIT? Please check the appropriate box:

Current

Former

Board Member

Contractor

Type of Wrongdoing* (Please check all that apply)

The Wrongdoing I wish to disclose relates to:*

- A serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada.
- An act or omission 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.
- Someone knowingly directing or counselling a person to commit one or more of the Wrongdoings described above.

If none of the above apply, please consider addressing the matter through other internal policies and procedures or contact your supervisor.

Adapted from the PIDA Form For Political Staff by the BC Public Service Agency.

Contact Information

Your Name

First:

Last:

Address

Street address:

Unit number:

City:

Province:

Postal code:

Phone Numbers

Daytime phone number:

Other phone number:

Email:

May a message be left at your daytime phone number?

Yes

No

Disclosure Details*

In the space provided below, please provide as much information as you can about the alleged Wrongdoing and the person(s) alleged to have committed the Wrongdoing or about to commit the Wrongdoing. The following details are required if known:

- Description of the Wrongdoing and any relevant background
- The names of those responsible
- When and where the Wrongdoing occurred or may be about to occur
- Names of people who witnessed some or all of the Wrongdoing, if available

Disclosure Details:

If this space is not sufficient, please include additional documents. Retain copies of all your submissions.
Note: you don't have to provide supporting materials.

Steps Already Taken*

This section helps us understand what steps have already been taken to prevent the alleged Wrongdoing.

Have you reported the Wrongdoing to your supervisor, Designated Officers, another excluded manager, or through another process?*

Yes

No

Are you aware if other bodies are investigating the alleged Wrongdoing (e.g. grievances through the bargaining unit, the court system or under another law, Health Officer, the police)?*

Yes

No

Unknown