



# Reporting Suspected Wrongdoing

In accordance with the Reporting of Suspected Wrongdoing Policy (P066) and Operational Procedure (PR710)

The Toronto District School Board 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 is provided in the report. Please provide sufficient information especially if you submit an anonymous report.

Please submit your report or provide information to:

Online : [www.integritycounts.ca](http://www.integritycounts.ca)

Phone: 1-866-921-6714

E-mail: [tdsb@integritycounts.ca](mailto:tdsb@integritycounts.ca)

## PART A: REPORTER'S CONTACT INFORMATION

### Association with the Board:

- 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 Board:

- Staff
- Student
- Parent
- Other  (please explain) \_\_\_\_\_

NAME	CONTACT PHONE #
ADDRESS	CONTACT EMAIL
BEST TIME/PLACE TO CONTACT THEM	

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### PART C: REPORT OF SUSPECTED WRONGDOING

Briefly describe the alleged wrongdoing with details about when, where and how the wrongdoing occurred. If there is more than one allegation, number each allegation and use as many pages as necessary.

**Date and Time of Submission (DD/MM/YY):**

a) What wrongdoing occurred? Describe the incident(s) in detail.

b) When and where did this incident occur?

c) For how long has the wrongdoing been taking place?

d) Who committed the wrongdoing? Provide the individual's name and current position.

e) How did you come to know about this suspected wrongdoing?

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### 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 *Municipal Freedom of Information and Protection of Privacy Act*.

### PROVIDE ANY ADDITIONAL INFORMATION IN THE SPACE BELOW: