

Whistle-blowing Reporting Form

(for reporting wrongdoing within the school, whether unethical or immoral or reporting violations of board policy)

Submit to the division supervisor of the person who is suspected of wrongdoing
(to the headmaster if a division supervisor is implicated; to a division supervisor if the headmaster is implicated)

Suspected wrongdoing is reported by:

• Name(s): _____

Wrongdoing is suspected to have been committed by:

• Name(s): _____

• Position at CAJ: _____

Details of suspected wrongdoing:

• Date (and time): _____

• Detailed account of wrongdoing (use back of form or attach a separate paper for additional information):

Signature of reporter

Date and time of report

Signature of supervisor

Date and time report received

For supervisor's use:

Deadline for supervisor-level resolution

Date deadline communicated to reporter

Plan of action (include date): _____

Actions taken (include dates): _____

Decision reached (include date): _____

Date reporter was notified that issue has been dealt with: _____