



Disclosure of Wrongdoing Form for All Federal Public Sector Employees

This form is only intended for **public servants** making a disclosure of wrongdoing that is alleged to have occurred within the Office of the Public Sector Integrity Commissioner of Canada.

Submit completed forms by mail to :
Office of the Auditor General of Canada (Group 64)
240 Sparks Street
Ottawa, Ontario K1A 0G6

Contact Us :
Telephone: 613 952 0213 (2201)
1-888-761-5953

Part I—General Contact Information

Name: _____ Email: _____

Phone number: _____ Job title: _____

Current employer: _____ Current Branch or Unit: _____

Are you a **public servant** (as per subsection 2(1) of the PSDPA) Yes No

Address where you would like to be contacted (does not have to be your work address):

Apt. No., P.O. Box and RR No.: _____ Street: _____ City: _____

Province: _____ Postal Code: _____

Official language of choice for correspondence: English French

Part II—Representation

Although not a requirement, some individuals may choose to be represented by someone to assist them in dealing with their disclosure.

1. If you are represented (e.g., legal counsel, union representative or other), please provide their contact information:

Name: _____ Email: _____

Organization: _____ Title: _____ Phone number: _____

Address

Street: _____ City: _____

Province: _____ Postal Code: _____

2. Do you want the Office of the Auditor General of Canada to contact you directly or through your representative?

Contact me directly Through my representative

3. Correspondence

Send correspondence to my representative as well as to me Send correspondence to me only

Part III—Information about your Disclosure of Wrongdoing

Under the *Public Servants Disclosure Protection Act*, wrongdoing in or relating to the federal public sector can include:

- a contravention of any Act of Parliament or of the legislature of a province, or of any regulations made under any such Act;
- a misuse of public funds or a public asset;
- a gross mismanagement in the federal public sector;
- 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 the duties or functions of a public servant;
- a serious breach of a code of conduct, and
- knowingly directing or counselling a person to commit wrongdoing.

4. Does your disclosure of wrongdoing concern the Office of the Public Sector Integrity Commissioner? Yes No

5. Using your own words, while keeping in mind the definition of wrongdoing above, please describe the situation. Include:

who (name and title) you believe committed wrongdoing;

what your specific allegations are;

when

where the alleged wrongdoing occurred.

Identify any applicable Acts, Regulations, Policies or Directives relating to the wrongdoing. For example if the wrongdoing you are reporting refers to the contravention of an Act, indicate which Act.

6. Do you have documentation or evidence to support your allegations?

Yes No

You may attach supporting documentation or additional information if necessary. Do not include information that is protected by solicitor/client privilege or Cabinet confidences. To ensure a timely review of your case, only provide documentation that supports your allegations, **specifying which portions you deem relevant to the alleged wrongdoing**.

Part IV—Other Proceedings

Restrictions

According to the *Public Servants Disclosure Protection Act*, there are certain circumstances where the Auditor General must refuse to deal with a disclosure or start an investigation, such as when another person or organization is already dealing with the issue under another Act of Parliament. Make sure to include in your answer to the questions below whether, to your knowledge, the issue is being addressed elsewhere (see Subsection 23(1) of the Act).

In addition, the Auditor General must refuse to deal with certain disclosures if he or she believes that the subject-matter of the disclosure relates solely to a decision made in the exercise of an adjudicative function under an Act of Parliament (see Subsection 24(2) of the Act). Adjudicative decisions include decisions made by judges or tribunals in the course of a hearing.

Auditor General's discretion

In some instances, the Auditor General may refuse to deal with a disclosure or start an investigation—and he or she may cease an investigation (See Paragraph 24(1)(a) to (f) of the Act)—if he or she believes, for example, that the subject-matter of the disclosure or the investigation has been adequately dealt with, or could more appropriately be dealt with, according to a procedure provided for under another Act of Parliament. For example, a privacy breach complaint may be better dealt with by contacting the Office of the Privacy Commissioner or a human rights violation could be reported to the Canadian Human Rights Commission.

Some issues that appear wrong, may not be considered wrongdoing under the *Public Servants Disclosure Protection Act* and may be more appropriately dealt with via other recourse mechanisms.

6. Have you already raised your concerns through another mechanism? Yes No

How were the concerns raised?

Departmental Senior Officer for internal disclosure Harassment complaint

Grievance Supervisor / Manager

Other formal complaint (*Privacy Act, Access to Information Act, Human Rights complaint, etc.*)

Other (describe)

7. If you selected yes or one or more of the options above:

a) Please identify the person/entity to whom you made the report, provide relevant dates and describe any actions or decisions taken as a result of your report:

b) What action, if any has been taken?

c) If the matter has not been resolved, what is the current status?

Part V—Declaration

I declare that all the information provided is true and accurate to the best of my knowledge.

I understand that it is my responsibility to provide the Office of the Auditor General of Canada with all the information required by this form, and to attach to this form any relevant documentation.

Signature

Date

NOTE: By submitting the Disclosure Form, you are authorizing the Office of the Auditor General of Canada to collect your personal information.

This information is being collected solely for purposes related to the application of the *Public Servants Disclosure Protection Act*. Accordingly, a representative from the Office of the Auditor General of Canada may contact you for further information.

The disclosure process is confidential. Your identity and other information provided to the Office of the Auditor General of Canada will be protected to the extent possible under applicable laws. Such information obtained or created by the Office of the Auditor General of Canada in the course of an investigation into a disclosure of wrongdoing cannot be released under the *Access to Information Act* or the *Privacy Act*.

The Office of the Auditor General of Canada does not accept disclosures of wrongdoing via email due to security and privacy concerns. The majority of communication between the Office and you will be undertaken via regular mail correspondence or by telephone. However, for increased convenience, correspondence regarding basic status update of files or setting up interviews may be sent by email.