



People Matter

Supervisor's Checklist When a Disclosure is Made

Receipt of the Disclosure

	Yes	No
1. Disclosure in accordance with Section 12 of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Marked to show date of receipt?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Maintained in separate file?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Maintained in secure manner and location?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Protected from unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>
▪ If sent by email, electronic record printed and deleted? (No electronic forward or response using "reply" option)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensured no discussion about receipt of disclosure to anyone in department (including Human Resources) other than the Designated Officer, or in the event the disclosure relates to the Designated Officer to the Deputy Minister?	<input type="checkbox"/>	<input type="checkbox"/>
2. Discussion with disclosing employee? (Within 10 working days)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Determined how disclosing employee wishes to receive communication – written or verbal? (All written information regarding the disclosure to be included in the disclosure file. All verbal information to be documented in writing in the file, and dated/signed by Supervisor)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Advised employee that disclosure information, including employee's identity, will be protected and kept confidential to fullest extent possible? (subject to other Acts and the principles of procedural fairness and natural justice)	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
<ul style="list-style-type: none"> ▪ Advised employee that he/she has responsibility to protect information and identities related to the disclosure? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Advised employee that disclosure and disclosure file will be forwarded to the Designated Officer for review and further handling, unless the disclosure is about the Designated Officer, then it will be sent to the Deputy Minister? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ If employee wishes to withdraw disclosure: <ul style="list-style-type: none"> ○ Written request received? ○ Employee advised that he/she may make disclosure to Ombudsman? ○ Disclosure file closed? ○ Disclosure file forwarded to Designated Officer? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 3. Contacted and Forwarded Disclosure/Disclosure file to Designated Officer/Deputy Minister? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Discussed with Designated Officer/Deputy Minister how to forward disclosure file in a confidential manner? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Discussed with Designated Officer/Deputy Minister whether further action is required regarding the subject matter of the disclosure, even if withdrawn? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Disclosure file forwarded to Designated Officer/Deputy Minister including all information received in a confidential manner? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ No copy of the disclosure file or any of its contents kept by Supervisor? 	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
<u>Where a Disclosure has been made to the Public</u>			
1.	The questions under “Receipt of a Disclosure of Wrongdoing” (#1) apply.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Disclosure/disclosure file immediately transferred in its entirety to the Designated Officer?	<input type="checkbox"/>	<input type="checkbox"/>
3.	No copy of the disclosure file or any of its contents kept by Supervisor?	<input type="checkbox"/>	<input type="checkbox"/>