

A PID Officer's 6-Step Guide to Assess a Disclosure

Step 1

Are you the appropriate individual to receive the inquiry? Is this the correct organization and do you have jurisdiction to assist?

Step 2

Is the person seeking advice or making a disclosure a public servant under PIDA?

Step 3

Does the discloser honestly and reasonably believe they have information to support a disclosure? Ask them and advise of process.

Step 4

Considering all the information you have received, is the disclosure about:

an act that contravenes provincial or federal legislation

and/or

a substantial act or omission that creates specific danger to person(s) or the environment

and/or

gross mismanagement of public funds or assets

and/or

counseling to commit a wrongdoing

See additional resource for more information

*The above elements are paraphrased from *The Public Interest Disclosure Act*. Consult the Act for exact citations.

If the answer is **YES**, you are likely dealing with a public interest disclosure of wrongdoing

If all the answers were **NO**, you are not likely dealing with a public interest disclosure

Step 5

Open a secure file and log the alleged disclosure of wrongdoing.

Find an example log book in the toolkit

Step 5

Log the inquiry. Include the nature of inquiry and advice provided.

Find an example log book in the toolkit

Step 6

Determine if an investigation is needed. If yes, use the "A PID Officers Guide to Investigate an Alleged Wrongdoing."

Step 6

Consider whether you need to take action on the information and/or refer the discloser to another authority.