



Need help?

We strongly recommend reading through the entire form before completing it. You will find explanatory sections throughout the document. If you are using a computer with Internet access, you can click on the hyperlinks to view additional information. Alternatively, you can scan the QR codes using a smart-phone connected to the Internet.

Please respond to all questions to the best of your ability. If you require assistance, [contact us](#) at 1-866-941-6400.

Definition: wrongdoing

Our Office can only investigate wrongdoing as defined by the Public Servants Disclosure Protection Act. There are six definitions:

1. A contravention of any Act of Parliament or of the legislature of a province, or of regulations made under such Act;
2. A misuse of public funds or a public asset, such as expenditures made without following proper procurement procedures or that are wasteful;
3. A gross mismanagement, which means cases that go beyond minor wrongdoing or negligence;
4. An act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment;
5. A serious breach of a code of conduct that can have significant impact on an organization's employees and the public's trust;
6. Knowingly directing or counselling a person to commit wrongdoing as set out in the previous definitions.

The PSDPA is intended to address wrongdoing that could seriously impact the public's confidence in the integrity of the public service. It is not intended to address matters of a personal nature, such as individual harassment complaints or individual workplace grievances.

• What is this form for

Use this form to report **wrongdoing** you believe is happening within the federal public sector.

• Who should use this form

Anyone who wants to report alleged wrongdoing to the Office of the Public Sector Integrity Commissioner of Canada, including federal public servants, members of the Royal Canadian Mounted Police and employees of federal crown corporations.

• How to submit this form

Send the completed form by mail to the following address:

PO Box 987
Ottawa PO B, ON
K1P 5R1

• Responsibility

By submitting this form, you are authorizing the Office of the Public Sector Integrity Commissioner to collect your personal information.

This information will be collected solely for purposes related to the application of the Public Servants Disclosure Protection Act. Accordingly, a representative from the Commissioner's Office may contact you for further information.

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

It is your responsibility to provide the Commissioner with true and accurate information, including attached relevant documents if necessary.



Learn more

Watch the video "[What kinds of allegations of wrongdoing can we investigate?](#)"

Go to next page for questions ►



Need help?

Scan the QR code to learn more
about the [Public Servants Disclosure Protection Act](#).



1. What is the subject of your allegations?

Please select the option that best matches the subject of your allegations:

- ☐ Corruption/collusion/conflict of interest
- ☐ Criminal matters
- ☐ Discrimination
- ☐ Harassment/violence
- ☐ Health and Safety issues such as physical risks, threats to livelihood and financial risks
- ☐ Policy issues
- ☐ Management's decision
- ☐ Misuse of funds or assets
- ☐ Retaliation
- ☐ Staffing issues, such as promotions or nepotism
- ☐ Other

Why are we asking?

This question is for statistical purposes only. Your answer won't be considered part of your allegations.



Need help?

Our jurisdiction

Our Office has jurisdiction over most federal public sector organizations, including the Royal Canadian Mounted Police and Crown Corporations.

The Commissioner does **not** have jurisdiction over:

- The Canadian Forces
- The Canadian Security Intelligence Service
- The Communications Security Establishment
- Elected officials or their staff
- Employees of the House of Commons and the Senate
- Political parties
- Organizations falling under provincial, territorial, regional and municipal legislation, such as hospitals or schools
- The private sector

* This organization is excluded from the Public Servants Disclosure Protection Act, but it is required to establish its own disclosure regime.

** If your disclosure alleges wrongdoing by an elected official, you may want to make a disclosure to the Conflict of Interest and Ethics Commissioner, who has jurisdiction under the Conflict of Interest Act.

*** The Senate Ethics Officer is an independent, non-partisan officer of the Senate whose mandate is to administer the Ethics and Conflict of Interest Code for Senators and provide advice on the Code to senators.

**** You may submit your concerns about something that happened during a federal election or by-election to the Commissioner of Canada Election, who is responsible for ensuring compliance with, and enforcement of, the Canada Elections Act.

Scan the QR code to watch the video "Our jurisdiction"



2. In which organization or department the alleged wrongdoing took place?

- ☐ The Canadian Forces*
See note 1 below ↓
- ☐ The Department of National Defence
See note 2 below ↓
- ☐ The Canadian Security Intelligence Service*
See note 1 below ↓
- ☐ The Communications Security Establishment*
See note 1 below ↓
- ☐ The House of Commons**
See note 1 below ↓
- ☐ The Senate***
See note 1 below ↓
- ☐ A political party****
See note 1 below ↓
- ☐ An organization falling under provincial, territorial, regional and municipal legislation, such as hospitals or schools
See note 1 below ↓
- ☐ An organization in the private sector
See note 1 below ↓
- ☐ A Crown corporation
Go to next page ►►
- ☐ Other federal public sector organization
Go to next page ►►

Note 1: Our jurisdiction

Please, note that the Public Sector Integrity Commissioner doesn't have jurisdiction over this organization.

You may wish to address your concerns through other mechanisms. Examples include independent provincial, territorial, or municipal oversight bodies, sector-specific complaint bodies—such as an ombudsman or equivalent, and formal workplace mechanisms designed to address employee concerns. Depending on the nature of the allegations, unionized employees may also consider filing a grievance.

Note 2: Department of National Defence

The Public Sector Integrity Commissioner's jurisdiction over Department of National Defence (DND) doesn't extend to the Canadian Armed Forces (CAF).



Need help?

Confidentiality

Disclosers are protected through confidentiality to the extent permitted by law. The alleged wrongdoer and the head of the investigated organization will receive only information necessary to understand the allegations and provide evidence.

Disclosures of wrongdoing made anonymously may limit our response.

Definition: public servant

Under the Public Servants Disclosure Protection Act, public servant means every person employed in the federal public sector, including members of the Royal Canadian Mounted Police and employees of federal crown corporations.

Scan the QR code to watch the video "Definition: public servant"



* Please, note that decision letters are always sent by mail.

3. Tell us about yourself

3.1 Provide the following information:

First name

Last name

Job title or rank

Work unit or branch

3.2 Which of the following options best describes your current status?

- ☐ Federal **public servant**
- ☐ Royal Canadian Mounted Police (RCMP) member
- ☐ None of the above

3.3 In which official language do you prefer to be contacted?

- ☐ English
- ☐ French

3.4 What is your mailing address?

Address

City Province

Postal code Country

Addresses outside Canada

If the address is outside Canada, you can leave blank any non-applicable fields.

3.5 If we need to ask follow-up questions, how would you prefer to be contacted?*

- ☐ By email
- ☐ By phone

3.6 Provide your contact information

Email

Phone (daytime) Alternative phone



Need help?

You have the right to be assisted or represented

Although not required, you have the right to be assisted or represented by any person of your choice, including a counsel or a union representative, when reporting wrongdoing.

Scan the QR code to watch the video "[Representation](#)"



4. Representation

4.1 Are you currently being represented?

☐ No

Skip to next page ►►

☐ Yes

4.2 Representation contact information

Organization

First name

Last name

Email

Phone (daytime) Alternative phone

4.3 Your representative address

Address

City Province

Postal code Country

Addresses outside Canada

If the address is outside Canada, you can leave blank any non-applicable fields.

4.4 Do you want the Office of the Public Sector Integrity Commissioner to contact you directly or through your representative?

☐ Through my representative

☐ Contact me directly

4.5 Correspondence

☐ Send correspondence to my representative as well as to me

☐ Send correspondence to me only

☐ Send correspondence to my representative only



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5. Who do you believe to have committed wrongdoing?

Person 1

First name			
Last name			
Job title or rank			
Federal department/organization			
Work unit			
Work telephone			
Work address			
City		Province	
Postal code		Country	

Addresses outside Canada

If the address is outside Canada, you can leave blank any non-applicable fields.

Person 2 (if applicable)

First name			
Last name			
Job title or rank			
Federal department/organization			
Work unit			
Work telephone			
Work address			
City		Province	
Postal code		Country	

Additional alleged wrongdoers

If necessary, use the field "Your description" on the next page to provide information about additional alleged wrongdoers.



Need help?

Be concise

At this moment, we only need a concise description of your allegations. However, If necessary, you can attach an extra page to provide your response.

Scan the QR code to watch the video "[Best practices on submitting a disclosure of wrongdoing](#)"



6. Tell us what happened

Using your own words, describe what happened. Do not forget to include:

- What your specific allegations are;
- When the alleged wrongdoing occurred;
- Where (which federal department/organization) the alleged wrongdoing took place.

If you can, please 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.



Need help?

Scan the QR code to learn more about the [Public Servants Disclosure Protection Act](#).



7. Supporting documentation

Supporting documentation

You may attach supporting documentation, evidence and additional information, if necessary.

Do not include Cabinet confidences or information protected by solicitor-client privilege.

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.

7.1 Are you attaching any documentation or evidence to support your allegations?

☐ No

[Skip to next page ►►](#)

☐ Yes

7.2 Why is this document relevant to supporting your allegations?



Need help?

Scan the QR code to watch the video "[What if I have already made a disclosure?](#)"



8. Other proceedings

8.1 Have you already raised your concerns through another mechanism?

☐ No

You have completed the form.

☐ Yes

We may not be able to investigate your allegations

According to the Public Servants Disclosure Protection Act, there are certain circumstances where the Commissioner may 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.

8.2 How did you raise your concerns? Select all that apply.

☐ I reported them to my departmental senior officer for internal disclosure

☐ I reported them to my supervisor or manager

☐ I filed a grievance

☐ I filed a harassment complaint

☐ Through other formal complaint (Privacy Act, Access to Information Act, Human Rights complaint, etc)

☐ Other

8.3 To whom have you reported your concerns?

8.4 When have you reported?



Need help?

If necessary, you can attach an extra page to provide your responses.

8.5 What was the outcome?

Supporting documentation

Please attach a copy of any documents related to this/these mechanism(s).

Do not include Cabinet confidences or information protected by solicitor-client privilege.

You have completed the form.