



Industry  
Canada

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I n d u s t r y C a n a d a

# Wrongdoing in the Workplace

The Treasury Board of Canada  
*Policy on the Internal Disclosure of  
Information Concerning Wrongdoing in the  
Workplace* strengthens ethics in the  
workplace by providing public service  
employees with a fair and safe process to  
bring wrongful activity to the attention of  
management.

If you are considering making a  
disclosure of wrongdoing at Industry  
Canada, contact:

Michael Jenkin  
Senior Officer  
Internal Disclosure of Information  
on Wrongdoing

Tel.: (613) 954-3277  
Fax: (613) 941-5504

For more information on the policy,  
visit our Web site at:

[icinfra.ic.gc.ca/disclosure](http://icinfra.ic.gc.ca/disclosure)

Canada

## What is wrongdoing?

### The policy is aimed at addressing the following kinds of wrongdoing:

- misuse of public funds or assets;
- violation of any law or regulation;
- gross mismanagement; or
- substantial and specific danger to the life, health or safety of Canadians or the environment.

### Wrongdoing is not:

- personal conflicts or misunderstandings; or
- workplace grievances or harassment issues that could be resolved through more appropriate means.

*Employees are expected to respect the reputation of individuals by not making trivial or false disclosures in bad faith.*

## What do I do if I want to make a disclosure?

Industry Canada encourages you to speak first with your manager when discussing alleged wrongdoings. In cases where you feel this is not appropriate you can contact the Senior Officer.

Your first contact is an informal and off-the-record conversation about how the disclosure process works. If after this discussion you wish to proceed, the Senior Officer will:

- request that you submit your concern in writing;
- review the information;
- proceed with an investigation, if appropriate; and
- make a recommendation to the Deputy Minister about appropriate action.

You will be told about the status of your disclosure and any follow-up action.

Information will be treated with the utmost confidentiality to protect the interests of all those affected.

The Senior Officer is responsible for ensuring that employees who make disclosures in good faith are protected from reprisal.

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