

***THE PUBLIC INTEREST DISCLOSURE
(WHISTLEBLOWER PROTECTION) ACT***

**PROCEDURES TO MANAGE DISCLOSURES
FOR DESIGNATED OFFICERS**

TEMPLATES – SAMPLE LETTERS

- Notice to Disclosing Employee of Referral of Disclosure to Another Designated Officer
- Referral of Disclosure to Another Designated Officer
- Notice to Disclosing Employee of Referral of Disclosure to the Manitoba Ombudsman
- Referral of Disclosure to the Manitoba Ombudsman

Notice to Disclosing Employee of Referral of Disclosure to Another Designated Officer

Purpose: If the disclosure pertains to a matter outside the government department, office or government body, the designated officer for that organization has the authority to refer the disclosure to the designated officer of the government department, office or government body, as appropriate, for review and handling.

Prior to making the referral, the designated officer must provide notice of referral to the disclosing employee and advise the employee that if he/she does not agree with the referral, the disclosing employee may withdraw the disclosure within ten (10) working days.

A letter is only to be sent to the disclosing employee if the employee has agreed to receiving communication in writing. The Designated Officer must protect the identity of the disclosing employee and the letter must be transmitted in a confidential manner.

Personal and Confidential (VIA COURIER)

[Date]

[Disclosing Employee's Name and Address]:

Dear [Disclosing Employee's Name]:

Re: Notice of Referral of Disclosure to Another Designated Officer

On [date], I received your disclosure pursuant to *The Public Interest Disclosure (Whistleblower Protection) Act*. As the disclosure pertains to a matter outside of [name of government department, office or government body], I am unable to review your disclosure. Your disclosure will be referred to [name of designated officer], the designated officer for [name of government department, office or government body] for review and handling.

If you do not want the disclosure to be referred, you may withdraw the disclosure within ten (10) working days of the date of this letter, by providing me with written notification of the withdrawal. If you choose to withdraw the disclosure, the disclosure file will be closed.

Please be advised, that if you withdraw the disclosure, you may make a disclosure to the Manitoba Ombudsman.

If you have any questions, please call me at [telephone number].

Sincerely,

[Name]
Designated Officer

Referral of Disclosure to Another Designated Officer

Purpose: If the disclosure pertains to a matter outside the government department, office or government body, the designated officer for that organization has the authority to refer the disclosure to the appropriate designated officer of the government department, office or government body for review and handling.

The Designated Officer must protect the identity of the disclosing employee and the letter must be transmitted in a confidential manner.

Personal and Confidential (VIA COURIER)

[Date]

[Designated Officer's Name and Address]

Dear [Designated Officer's Name]:

Re: Referral of Disclosure

On [date], I received the attached disclosure pursuant to *The Public Interest Disclosure (Whistleblower Protection) Act*. As the disclosure pertains to a matter within [name of government department, office or government body], I am referring the disclosure to you as the designated officer for that organization. The disclosing employee was advised of this referral by letter dated XXXXX (or verbally on XXXXX).

Please contact me at [telephone number] if you have any questions regarding the referral of this disclosure.

Sincerely,

[Name]

Designated Officer

Attachment

Note: Copy of this letter to be sent to disclosing employee if the disclosing employee has agreed to receiving communication in writing

Notice to Disclosing Employee of Referral of Disclosure to the Manitoba Ombudsman

Purpose: If it would be inappropriate for the designated officer to review a disclosure, either because of the nature of the alleged wrongdoing or because of the persons involved in the disclosure, the designated officer has the authority to refer the disclosure to the Manitoba Ombudsman for review and handling.

Prior to making the referral, the designated officer must provide notice of referral to the disclosing employee and advise the employee that if he/she does not agree with the referral, the disclosing employee may withdraw the disclosure within ten (10) working days.

A letter is only to be sent to the disclosing employee if the employee has agreed to receiving communication in writing. The Designated Officer must protect the identity of the disclosing employee and the letter must be transmitted in a confidential manner.

Personal and Confidential (VIA COURIER)

[Date]

[Disclosing Employee's Name and Address]:

Dear [Disclosing Employee's Name]:

Re: Notice of Referral of Disclosure to the Ombudsman

On [date], I received your disclosure pursuant to *The Public Interest Disclosure (Whistleblower Protection) Act*. Due to the nature of the matter you have disclosed, please be advised that your disclosure will be referred to the Manitoba Ombudsman for review.

If you do not wish for the disclosure to be referred to the Manitoba Ombudsman, you may withdraw the disclosure within ten (10) working days of the date of this letter, by providing me with written notification. If you choose to withdraw the disclosure, the disclosure file will be closed.

If you have any questions, please call me at [telephone number].

Sincerely,

[Name]

Designated Officer

Referral of Disclosure to Manitoba Ombudsman

Purpose: If it would be inappropriate for the designated officer to review a disclosure, either because of the nature of the alleged wrongdoing or because of the persons involved in the disclosure, the designated officer has the authority to refer the disclosure to the Manitoba Ombudsman for review and handling.

The Designated Officer must protect the identity of the disclosing employee and the letter must be transmitted in a confidential manner.

Personal and Confidential (VIA COURIER)

[Date]
[Name of Ombudsman]
Manitoba Ombudsman
[Address]:

Dear [Name of Ombudsman]:

Re: Referral of Disclosure to the Manitoba Ombudsman

On [date], I received the attached disclosure pursuant to *The Public Interest Disclosure (Whistleblower Protection) Act*. As I believe that it would be inappropriate for me to review the disclosure, I am referring the disclosure to the Manitoba Ombudsman's Office for review and handling. The disclosing employee was advised of this referral by letter dated XXXXX (or verbally on XXXXX).

Please contact me at [telephone number] if you have any questions regarding the referral of this disclosure.

Sincerely,

[Name]
Designated Officer

Attachment

Note: Copy of this letter to be sent to disclosing employee, if disclosing employee has agreed to receiving communication in writing.