

# SNPF DISCLOSURES OF WRONGDOING IN THE WORKPLACE

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## APPLICATION

This policy applies to all Staff of the Non-Public Funds, Canadian Forces (SNPF), hereinafter referred to as “employees”, who are employed in supporting Morale and Welfare operations.

As a Separate Employer under Schedule V of the Financial Administration Act (FAA), employees are subject to the [Public Servants Disclosure Protection Act](#) (PSDPA). The PSDPA protects employees who choose to disclose a serious wrongdoing and prohibits reprisals against the employee for doing so in good faith.

These protections are extended to disclosures involving all activities of the SNPF and all non-public property services, programs and operations executed under the non-public property framework.

## APPROVAL

This Policy is issued under the authority of the Chief Executive Officer (CEO), SNPF.

## ENQUIRIES

Enquiries should be directed to the Associate Director, Conflict Management and Values and Ethics at [PSDPA-Disclosures@cfmws.com](mailto:PSDPA-Disclosures@cfmws.com).

## DEFINITIONS

Attached as [Annex A](#) are the definitions referred to in this Policy.

## POLICY OBJECTIVES

The objective of this Policy is to identify the requirements and application of the PSDPA.

This includes the requirement that:

- a. internal procedures exist that encourage employees to disclose, in good faith, information concerning alleged wrongdoing in the workplace;
- b. any employee who makes a protected disclosure is treated fairly and protected from reprisals;
- c. disclosures concerning alleged wrongdoing are addressed in an appropriate and timely fashion;
- d. employees are made aware of their choice to disclose wrongdoing to their supervisor/manager, the Senior Officer, or the Public Sector Integrity Commissioner;
- e. employees are made aware of and understand their rights and responsibilities under the PSDPA; and
- f. the organization promotes ethical practices and a positive environment for the disclosure of

wrongdoings.

## PROCEDURES

[Annex B](#) outlines the requirements and procedures for submitting and handling internal disclosures. Should an employee wish to obtain advice concerning any element of the PSDPA, they may contact the Centre for Conflict Resolution and Ethics (CCRE) directly.

### Wrongdoing by CAF Members or DND Public Service employees

In cases where NPF employees disclose a wrongdoing by a CAF Member or a DND Public Service Employee, CCRE will liaise with the Internal Disclosure Office (IDO) within CAF/DND.

## AUTHORITIES / RESPONSIBILITIES

Role	Responsibilities
CEO	<ul style="list-style-type: none"><li>designate a Senior Officer to direct the development and implementation of internal procedures for disclosure and to ensure that obligations under the PSDPA are fulfilled</li></ul>
Associate Director, Conflict Management, Values and Ethics	<ul style="list-style-type: none"><li>ensure that obligations under the PSDPA and duties of Senior Officer are fulfilled</li><li>direct the development and implementation of internal procedures for disclosure</li><li>on behalf of the CEO, oversee the preparation of the annual report required by the PSDPA and its forwarding to the Office of the Chief Human Resources Officer of the Treasury Board Secretariat through the CEO.</li></ul>

## REFERENCES

Financial Administration Act

Values and Ethics Code for the Public Sector

Public Servants Disclosure Protection Act (PSDPA)

Privacy Act

Access to Information Act

Criminal Code

## ANNEXES

[Annex A](#) – DEFINITIONS

[Annex B](#) – REQUIREMENTS AND PROCEDURES FOR DISCLOSURES