

DISCLOSURE OF WRONGDOINGS



Who can disclose a wrongdoing?

Any person can disclose a wrongdoing, including

- parliamentarians and their staff;
- National Assembly administrative personnel: employees, managers, students, and interns, including those of the Fondation Jean-Charles-Bonenfant;
- third persons outside the National Assembly, e.g. staff of suppliers or subcontractors, or clients, members of the general public, consultants, etc.

Protection of the person who makes a disclosure or cooperates in an audit or an investigation

The identity of a person who discloses a wrongdoing or who cooperates in an audit or investigation related to a disclosure is protected and remains confidential. Only the Officer responsible for dealing with disclosures (ORD) is aware of their identity. If a disclosure is transferred to the Protecteur du citoyen (Québec Ombudsman) for processing, the Ombudsman is also bound to respect the person's confidentiality.

A wrongdoing can also be disclosed anonymously.

The person who discloses a wrongdoing or who cooperates in an investigation conducted by the ORD or the Québec Ombudsman is protected from all reprisals in relation to the disclosure. In addition, any person who, in good faith, makes a disclosure or cooperates in an audit or investigation conducted on the basis of a disclosure incurs no civil liability for doing so.

The person who discloses a wrongdoing or cooperates in an investigation can obtain legal advice from the Québec Ombudsman. The procedure relating to such a consultation is provided on the Québec Ombudsman's [website](#).

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Who can be the subject of a disclosure?

- members of the National Assembly's administrative personnel in the exercise of their functions;
- any other person, partnership, group or entity in the course of the tendering or awarding process for, or the performance of, a contract of the National Assembly, including a grant of financial assistance.

Parliamentarians and their staff are not covered by the *Règlement facilitant la divulgation d'actes répréhensibles à l'égard de l'Assemblée nationale*.

What can a disclosure be about?

A disclosure must concern a wrongdoing committed or about to be committed, that is:

- a contravention of a Québec law, a federal law applicable in Québec, a regulation made under such a law or a regulation of the Office of the National Assembly;
- a serious breach of the standards of ethics and professional conduct;
- a misuse of funds or property belonging to the National Assembly, including the funds or property it manages or holds for others;
- gross mismanagement within the National Assembly, including an abuse of authority;
- any act or omission that seriously compromises or may seriously compromise a person's health or safety or the environment;
- directing or counselling a person to commit a wrongdoing described above.

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What is not a disclosure?

A disclosure is not admissible if

- it is made solely for personal purposes;
- it concerns solely a person's conditions of employment;
- it questions the merits of National Assembly regulations or policies or Office of the National Assembly decisions;
- it is clearly unfounded or abusive;
- it concerns a situation that is the subject of legal proceedings or of a court decision.

Wrongdoings can be disclosed:

To the Officer responsible for dealing with disclosures: Manon Carrier, CPA.

By email: divulgation.actes.reprehensibles@assnat.qc.ca

By phone: 581-991-6816

By regular mail: 1035, rue des Parlementaires | 2e étage, bureau 2.27
Québec (Québec)
G1A 1A3

By confidential letter box: Near Entrance 30, Pamphile-Le May Building
(for National Assembly access card holders)

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Content of a disclosure

Who?	What?
<ul style="list-style-type: none">• Name of the directorate or service involved• Name and contact information of the person or persons alleged to have committed the wrongdoing• If other people are involved or are aware of the wrongdoing in question, please provide their name, position and contact information	<ul style="list-style-type: none">• Description of the wrongdoing• Sequence of events (provide as much detail as possible)• If you wish to make an anonymous disclosure, please provide as much information as possible to facilitate the conduct of the audit or investigation
When?	Where?
<ul style="list-style-type: none">• If the wrongdoing has already been committed, specify the date• If it is about to be committed, please specify	<ul style="list-style-type: none">• Place where the wrongdoing is alleged to have been committed
Why?	Supporting documents or evidence
<ul style="list-style-type: none">• Specify the reasons you believe the action involved is a wrongdoing	<ul style="list-style-type: none">• Attach any supporting documents, files, photos or emails

To ensure that the disclosure contains all the required information, please use the form available on the National Assembly website.

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What happens next?

In the case of non-anonymous disclosures:

- A confirmation of receipt will be sent to you within five (5) working days.

Confirmation of the admissibility or non-admissibility of your disclosure based on the criteria prescribed in the regulation will be sent to you within twenty (20) working days.

The results of or follow-up to your disclosure will be sent to you within sixty (60) working days. Depending on the scope of the audit or investigation involved, additional time may be required. If such is the case, the Officer responsible for dealing with disclosures will inform you of the length of that additional time.

If you believe you are a victim of a reprisal

To protect yourself from reprisals, it is essential that you act in good faith.

Recourse	
Unionized employee	<ul style="list-style-type: none">• Contact your union within the time prescribed in your collective agreement or the Officer responsible for dealing with disclosures at the National Assembly
Non-unionized employee	<ul style="list-style-type: none">• Contact the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) within forty-five (45) days or the Officer responsible for dealing with disclosures at the National Assembly
Executive personnel	<ul style="list-style-type: none">• Contact the Alliance des cadres de l'État
Supplier, subcontractor or consultant	<ul style="list-style-type: none">• Contact the Officer responsible for dealing with disclosures at the National Assembly
Client, member of the general public or any other person	

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Non-admissible disclosures

Problem	Recourse
You believe that your collective agreement has not been complied with	Contact your union
You have been the victim of a work accident or you are in a situation that poses a risk	Contact the CNESST
You have witnessed an indictable offence	Contact the police
You are a victim of discrimination or harassment	Contact the person responsible for conflict and harassment prevention and management at 581-993-1722
You are a supplier or are interested in a notice for a call for tenders or a notice of intent published by the National Assembly on a government electronic tendering system for a contract	Contact the <u>person responsible for the application of contractual rules at the National Assembly (French only)</u>