

Request for Advice

If a supervisor receives a request for advice about making a disclosure of wrongdoing under the PIDA Policy, they may refer the request to the Director of Investigations, or they can respond directly.

If the supervisor wishes to refer the request to the Director of Investigations, they can use the below template and attach the Employee Resource Sheet:

Dear [name],

Thank you for reaching out to me.

By way of copy on this email, I am referring your request for advice to UBC's Director of Investigations. She will be able to answer any questions that you have about disclosing wrongdoing under the PIDA Policy.

In the meantime, the attached resource sheet includes some information about the Policy.

Sincerely,

[Leader]

If the supervisor wishes to respond to the employee directly, the Director of Investigations can advise on the draft response.

Response to Disclosure

If a supervisor receives a disclosure under the PIDA Policy, they must forward it to the Director of Investigations as soon as possible. The supervisor should respond in writing to confirm they are doing so and attach the Employee Resource Sheet. A template response is below:

Dear [name],

Thank you for your email.

I am confirming receipt of your disclosure under the PIDA Policy. In accordance with the Policy, I have forwarded your disclosure to UBC's Director of Investigations (copied). The Director of Investigations will be your main point of contact moving forward on this matter, and will reach out regarding next steps shortly.

In the meantime, if you want to learn more about the process, please consult the attached resource sheet.

Sincerely,

[Leader]