

Act within your role:
Remember it's not your
role as a manager to
assess if a report is a PID

Be alert: You need to
identify if a report from
someone you supervise
may involve serious
wrongdoing.

Maintain confidentiality:
Keep all reports
confidential to protect
those involved.

Communicate:
Let the reporter know that
their report may be a PID
and direct them to the
agency's PID policy.

Pass it on: Unless the
person has reported to a
disclosure officer themselves,
you must pass the report
on to a disclosure officer as
soon as practicable.