

Table of time limits for processing of disclosures of wrongdoing and reprisal complaints

Processing stage	Timeframe
Written acknowledgement of receipt, if required	Five business days after receipt of the disclosure or complaint
Decision on the admissibility of the disclosure or complaint and verbal communication with the whistleblower or complainant, if required	Fifteen business days after receipt of the disclosure or complaint
Audits and decision to investigate disclosure or complaint	Sixty days after receipt of the disclosure or complaint
End of the investigation	Six months after the decision to investigate