

California Whistleblower Protection Act Employee Information Notice Requirements



COMPLIANCE CHECKLIST

Complete the following tasks by **June 30, 2023**, to ensure that your agency complies with the employee notice provisions of the California Whistleblower Protection Act for fiscal year 2023–2024:



PRINT THE POSTER (2023–2024)

- Go to www.auditor.ca.gov/hotline/notification and click on "poster" to download and print a ledger-sized version of the Whistleblower Hotline poster, or click on "letter size" for an 8.5"x11" version. Please note that editing the text of the Whistleblower Hotline poster is prohibited.



POST THE POSTER

- Post the Whistleblower Hotline poster at your offices in every location where other employee notices are maintained.



EMAIL THE NOTICE (BROCHURE) TO EMPLOYEES

- At www.auditor.ca.gov/hotline/notification, right-click on "brochure" and download the annual employee notice that you must email to all employees. Attach this file to an email that you will distribute to all employees who have an email account within your office. Please note that editing the text of the Whistleblower Hotline annual employee notice is prohibited.



CONFIRM COMPLIANCE BY EMAIL

Once you complete the tasks above, confirm your compliance by doing the following:

- Send an email to WhistleblowerNotification@auditor.ca.gov stating that you've posted the Whistleblower Poster in all appropriate locations.
 - Attach the exact email that you sent to your employees, including the attachment that you included with that email distribution.