



### **What issues can I report?**

Originally whistleblowing hotlines were developed to receive concerns regarding questionable accounting or auditing matters, however your company may encourage you to use this service to report other misconduct such as violations of the law, environmental hazards, breach of the code of conduct, discrimination, harassment or other human resource issues. Please refer to your company's whistleblower policy for what issues should be reported.

### **What kind of information do I need to include in my report?**

You will need to include as many details as possible about the event you are reporting including the date, time and people involved in the event. If you have supporting documentation that you wish to include in your complaint you can upload up to four documents in PDF format. Please remember to exclude any details that will identify you as the complainant if you wish to remain anonymous.

### **Do I need to include my contact information?**

You may choose to remain anonymous, however, if you choose to include your contact information it **will not** be forwarded to the company designate with your report. During the investigation, if additional information is required, you will only be contacted by a representative of CanaGlobe Compliance Solutions, who is an independent service provider.

### **Who will receive my report?**

Your report will be submitted to CanaGlobe Compliance Solutions ("CanaGlobe") who is an independent service provider. CanaGlobe will review your report and remove your contact information (if included) before forwarding it to the designate at your company. Typically the designate will be the Chairman of the Audit Committee, but a second designate may be appointed to ensure that a report is reviewed immediately and not postponed due to vacations or other circumstances. Please refer to your company's whistleblower policy to confirm who has been designated to receive whistleblower reports.

All reports are considered confidential.

### **How will I know if my report has been investigated?**

When you submit your report via our website, you will be given a ticket number which will allow you to log in and add additional information as well as to check for a response to your report or a request for additional information.

*Please note that all communication will be between yourself and a representative from CanaGlobe Compliance Solutions only and at no time will you be communicating directly with a representative from your company unless you choose to do so.*