

INTEGRITYCOUNTS

HOW TO FILE A REPORT

NTEGRITY COUNTS

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Start by visiting your company's custom URL (shared by your company) https://v2.integritycounts.ca/org/companynamehere and clicking on File a Report! This will take you to the safe and confidential reporting system.



Accept the terms and conditions of using the system. Click the checkbox, then click **Continue**.

| GRITY COUNTS | Confi | Confidential & Anonymous Reporting System | | 't English - Login | |
|---|--|---|-----------------------------------|--------------------|--|
| 1 | 2 | 3 | 4 | 5 | |
| Introduction | | | | | |
| | | | | | |
| Before you | begin your | report | | | |
| Before you Welcome to Integrity/Cor Our easy to use system v your organization wants | begin your ints. as designed to increase er to hear about it. | report | is and organizations. If you have | something to say. | |

Once your report has been filed, the appropriate individuals within your organization will receive it instantly. The decision to act or not act remains solely with them unless required to do so by law. Your organization is not required to disclose its response or actions pursuant to your report and interioring may be an actionable offense.

Thank you for coming forward. You can now begin your report.

INTEGRITY COUNTS

Please ensure to turn off the pop-up window blocker for this website. Please do not use your browser's BACK button at any time during the filing of your report. You can use the top navigation on the page to move between sections if necessary.

| ntegrityCounts | Terms of Service |
|-----------------------|---|
| ntegrityCounts prov | es Certified Ethics Reporting Systems for our clients to assist them in providing their employees with a |
| onfidential metho | so report on important information at their workplace. |
| RegionCourts is co | mmitted to protecting your identity and privacy. We won't release any information to your employer that |
| rould identify you, u | inless you want us to. Please ensure to protect your identity by not disclosing any personal details. If you wish |
| Ruchacking th | is how you anree to the terms of use for this service |

It's time to start filing your report in your company's safe and secure reporting area.

| Company Peroduction | 2 3 Location Confidential | (4) lity Summary | 5 Review | |
|---|------------------------------------|---------------------------|-------------------------------|-----------|
| Tell Us About Where It Happened | | | | |
| Organization Name | | | | |
| Generic Company | | | | |
| This is Generic Company's confidential whistleblowing system. Employees may | y submit reports through Integrity | Counts, which is administ | tered by a third party, Whist | tleBlower |

Follow the prompts. Fill in the date the incident happened. Enter in a location where your incident happened. And choose the department that best represents where the incident took place.

Use the drop down menus to choose your location and department. If there is no option in location and department that does not represent where your incident took place, please manually enter this information in the boxes provided. Then click continue.



Select your level of confidentiality. You can choose to remain completely anonymous, confidential from your organization, or completely transparent.

Select Your Level of Confidentiality

| The list of individuals below may receive a copy of this case report. If you believe any of the individuals are implicated in the ca and do not wish them to receive a copy, please check the box next to their name. 2 Jack Smith 2 Jonna Invin 2 Jone Smith NO S Sobrina Aslam 2 Shannon Walker 3 Signy Ireland Annopar | Implicated Individ | uals | | |
|--|--|--|---|---------------|
| 2 Jack Smith 😨 Jenna Irwin 🗹 Joe Smith HB 2 Sebrina Aslam 😰 Shannon Walker 🗹 Signy Ireland Anicipal | The list of individuals below m and do not wish them to recei | ay receive a copy of this case report. If you t we a copy, please check the box next to their | elieve any of the individuals are implicate name. | d in the case |
| Sobrina Aslam 😰 Shannon Walker 📓 Signy Ireland Anceae | Jack Smith | 🥑 Jenna Irwin | 🛃 Joe Smith | |
| | 🗹 Sabrina Aslam | Shannon Walker | Signy Ireland | |
| f there are any other individuals who are involved in the case, who are not listed above, please list them here | f there are any other individu | als who are involved in the case, who are no | listed above, please list them here | |

The list of names you see following are internal reviewers who will receive a notification of your report once it has been filed. If any one of these individuals is involved in your report, and you DO NOT want them to receive a notification of your report, please check the box by their name.

Implicated Individuals

The list of individuals below may receive a copy of this case report. and do not wish them to receive a copy, please check the box next



Click Continue and you will be directed to the area of your report where you can describe what happened. Describe your case in your own words and use as much detail as you can.

Case Summary

| Describe the case | |
|---|---|
| | |
| | |
| Has the case been reported to | o a supervisor in the past? |
| 🔾 Yes 💿 No | |
| Are you an employee of the o | rganization? |
| Yes O No | |
| | |
| Additional Inform | ation |
| | o anyone outside the organization, such as Police. Media, or a Covernment Agency? |
| Has this case been referred to | - conjent energy and englished and a second end of the second end |
| Has this case been referred to O Yes () No | |
| Has this case been referred to Ves No If you have any additional cor | mments to provide, communicate them here: |
| Has this case been referred to Ves No If you have any additional com If you have any additional comments | mments to provide, communicate them here: |
| Has this case been referred to Ves No If you have any additional comments If you have any additional comments | mments to provide, communicate them here: |
| Has this case been referred to Ves No Hou have any additional comments Vou have any additional comments | mments to provide, communicate them here: to provide, communicate them here |

In the next area, you can choose a **Case Type**, or category, that best matches your incident. Once you choose a category, you will be prompted to provide additional information (optional) to better describe what happened.

| You may select up to 3 applicable case types on this page before you submit. | |
|--|--|
| From the list below, please select the category that you feel best matches the issue(s) in your report.* (Max 3) | |
| Breach of Legal Obligations | |
| Conflict of Interest | |
| Criminal Activity | |
| Please describe what type of criminal activity occurred? For example, theft, break and enter, robbery, vandalism, sabotage etc. | |
| Please describe what type of criminal activity occurred? For example, theft, break and enter, robbery, vandatism, sabotage etc. | |
| Financial Reporting and Accounting | |
| Fraud and Embezzlement | |
| Harassment and/or Discrimination | |
| Information Security | |
| Privacy | |
| Product and Customer Service | |
| | |

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Continue

If you have any supporting documents, like photos, videos, or files, you can use the next section to upload them. You can upload up to 10 documents. Then click continue.

| ttach any relevant supporting documentation if applicable. | | |
|--|--|--|
| | DROP FILES | |
| | OR | |
| | Browse | |
| | | |
| | | |
| a | Uploaded files may contain personally identifiable information. For your own p | |
| 9 | such as metadata, is removed from your files prior to uploading. | |
| | | |

Before you submit your report, the next section shows you a summary of the incident and all the questions you have answered so far. Use this section to double check to ensure you are happy with your report before you submit it. You can edit any sections here.

| | Confidential & Anonymous Reporting System | (9 English - Leoin | |
|---|--|--------------------|---|
| | oduction Location Confidentiality | Summary Review | |
| Review Your Report | | | |
| Location | | | 2 |
| Organization Name Generic Company | Method of Reporting WEB | | |
| Date of Occurrence Feb 25, 2019 | Location of Case Rome | | |
| Department of Case Housekeeping | | | |
| Confidentiality | | | 2 |
| Confidentiality Strictly Confidential | | | |
| Summary | | | Z |
| Describe the case | | | |
| Has the case been reported to a supervisor in the past? No | | | |

If you are happy with your report, you can now hit the submit button.

You have now successfully filed your report. In this next screen you will be given your own unique Username and Password and the Case ID.

It is VERY IMPORTANT that you copy and paste or write this information down. These credentials are what you will use to log into the system to check on the status of your report, and answer any questions your organization may have about your report.

Thank you for speaking up



Case ID: 24312 Username: Whist525240 Password: Hp+66Ly@rhE#

Once you leave this page, you cannot return to it. Take a moment to write down your Case ID, Logir Password so you can retrieve the information at a later date. You can log in to see the status of your to any questions that investigators may have on your report. If you have not submitted your email a to the Case Management System within 48-72 hours to see if the organization has responded to yo

Login To Print Case

