



INTEGRITY **COUNTS**

How To File a Report

1 Start by visiting your company's custom URL (shared by your company) <https://www.integritycounts.ca/org/companynamere> and clicking on **File a Report**. This will take you to the safe and confidential reporting system.

2 Introduction & Terms of Use

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

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

3 Location & Confidentiality

Enter 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 or department that represent where your incident took place, please manually enter this information in the boxes provided.

Select your level of anonymity. You can choose to remain completely anonymous, confidential from your organization, or completely transparent. Depending upon your selection, complete the additional required fields as necessary.

Then click **Continue**.

The screenshot shows the IntegrityCounts reporting system interface. At the top, it says "INTEGRITY COUNTS" and "Confidential & Anonymous Reporting System". There are links for "English" and "Login". The main heading is "Have something to say?" with a "Speak Up" button. Below this are three main options: "File a Report" (Have something to say? File your report here.), "Review Your Report" (Check on the status of reports submitted, add new information or respond to questions from your organization.), and "Call the Hotline" (Find a toll-free hotline number and speak with an IntegrityCounts agent.).

The "Introduction and Terms of Use" section is visible below. It includes a "Welcome to IntegrityCounts" message, a "Additional Materials" link for the "Generic Company WhistleBlower Policy", and a checkbox for "By checking this box, you agree to the terms of use for this service." with a "View" link. There are "Back" and "Continue" buttons at the bottom of this section.

The footer of the screenshot shows "WhistleBlower Security © 2021 All rights reserved."

The screenshot shows the "Location & Confidentiality" form. It has a "Location" section with two dropdown menus: "Location of Case" and "Department of Case". Below this is a "Select Your Level of Anonymity" section with three radio button options: "Strictly Anonymous" (selected), "Anonymous From Your Organization", and "Contact Information Provided". The "Strictly Anonymous" option has a sub-note: "Your identity will not be known to your organization or to IntegrityCounts."

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Detailed Report

Now you will be at the area of your report where you can describe what happened.

Begin by providing details about when the incident happened and if it has occurred previously.

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In the next area, you can choose a Case Type, or category, that best matches your incident.

Once you choose a category, you will have the option to provide additional information to better describe what happened (*see **Supplemental Questions** section*).

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The next section of the page is where you can describe what happened. Describe your case in your own words and use as much detail as you can.

Use the **Additional Information** section to provide any other information if you want to.

When you are satisfied with the details you provided, click **Continue** to move to the next step.

The screenshot displays the 'Detailed Report' step of the Integrity Counts reporting system. At the top, the header includes the 'INTEGRITY COUNTS' logo, the text 'Confidential & Anonymous Reporting System', and a language selection menu set to 'English' with a 'Login' link. A progress bar below the header shows five steps: Step 1, Step 2, Step 3 (the current step), Step 4, and Step 5. The main content area is titled 'Detailed Report' and contains several sections: 'When It Happened' with radio buttons for 'Ongoing Case?' and 'Date of Occurrence?' (set to 2021-06-16); 'Case Types' with a list of categories such as 'Financial Reporting and Accounting', 'Privacy', and 'Substance Abuse'; 'Case Details' with a text area for 'Describe the case*' and a list for 'List all the individuals involved in the case'; 'Supplemental questions' with a section for 'Financial Reporting and Accounting' containing three text areas; and 'Additional Information' with a radio button for 'Has this case been referred to anyone outside the organization...' and a text area for additional comments. At the bottom right, there are 'Back' and 'Continue' buttons. A footer at the very bottom reads 'Whistleblower Security © 2021 All rights reserved.'

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Supporting Documentation

If you have any supporting documents, like photos, videos, or files, you can use this section to upload them.

You can upload up to 10 documents.

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The persons in the dropdown below will receive and investigate the report. If you do not wish for a person from the dropdown to receive your report, select that person and indicate whether they are directly or indirectly involved in the case.

Repeat for any additional person(s).

Click *Continue* when you are finished.

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Before you submit your report, the next step shows you a summary of the incident and all the information you have provided.

Use this section to double check to ensure you are happy with your report before you submit it.

You can edit any sections here by clicking the icon on the right side of each step.

Before submitting your report, you have the option to accept the randomly generated password provided in the field or change it to something of your own choosing.

If you are satisfied with the information provided in your report, you can click the *Submit* button.

The screenshot displays the 'Confidential & Anonymous Reporting System' interface. At the top, there is a progress bar with five steps: Step 1, Step 2, Step 3, Step 4 (current), and Step 5. The 'generic company' logo is visible on the left.

Supporting Documentation

Attachments

Attach any relevant supporting documentation if applicable.

Drop Files or Browse
Supports single file and multi file uploads

Uploaded files may contain personally identifiable information. For your own privacy, please ensure confidential information is removed from your files prior to uploading.

Protect your Report

IMPORTANT
The persons in the dropdown below will receive and investigate the report. If you do not wish for a person from the dropdown to receive your report, select that person and indicate whether they are directly or indirectly involved in the case. Repeat for any additional person(s).

Select a person

Name	Reason	Action
John Doe	Directly Involved	<input type="checkbox"/>

Provide additional information on how these individuals are involved.

untrustworthy

Step 1

Organization Name Generic Company	Method of Reporting Web
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Step 2

Location of Case Head Office	Department of Case Finance
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Select Your Level of Anonymity
Strictly Anonymous

Step 3

Date of Occurrence
Jun 16, 2021 (Ongoing Case)

Has the case been reported to a supervisor in the past? No	Are you an employee of the organization? Yes
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Case Types
Financial Reporting and Accounting

What do you estimate the monetary value to be in this case?
100,000

Describe the financial breach that has occurred.
Describe it here.

How did you discover the accounting issue?
I saw it happen.

Describe the case
Details of report go here.

List all the individuals involved in the case
John Doe, Jane Smith

Has this case been referred to anyone outside the organization, such as Police, Media, or a Government Agency?
No

If you have any additional comments to provide, communicate them here:
no comments

Step 4

Restricted Reviewers John Doe - Directly Involved	Provide additional information on how these individuals are involved. untrustworthy
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Create password

New Password
0btZE8-4u&Q

Confirm Password
0btZE8-4u&Q

Password Requirements

- ✓ Minimum 12 characters
- ✓ Contains 1 lowercase character
- ✓ Contains 1 Uppercase Character
- ✓ Contains 1 number
- ✓ Contains 1 special character
- ✓ Passwords must match

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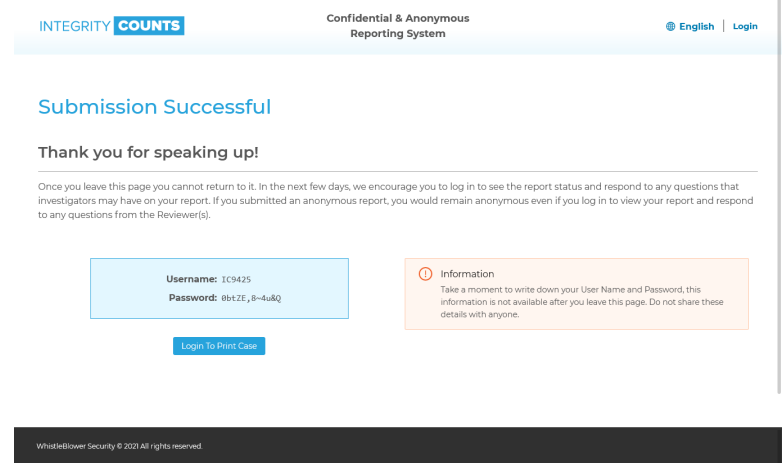
You have now successfully filed your report!

On this screen you will be given your unique Username and Password.

IT IS VERY IMPORTANT THAT YOU SAVE THIS INFORMATION NOW!

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.

Do not share this information with anyone else.



You can use the *Log in to Print Case* button if you wish to log into the system now.

We recommend you close your browser window at this point if you are on a public computer to ensure your privacy and security.

**Got questions?
We're here to help.**

Phone:
888-921-6875

Email:
info@whistleblowersecurity.com