INTEGRITY COUNTS
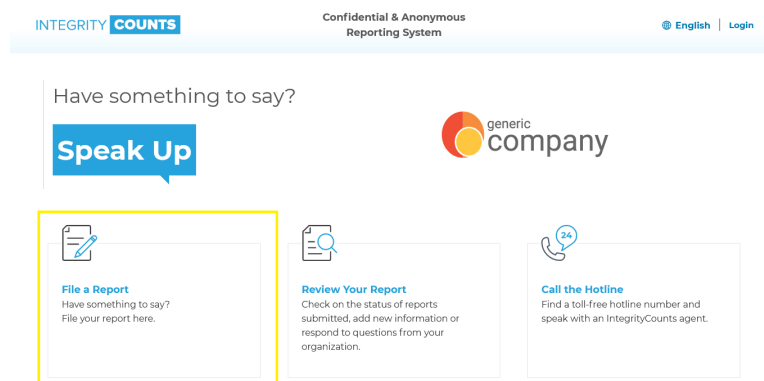
How To File a Report

How To File a Report

1 Start by visiting your company's custom URL (*shared by your company*) https://www.integritycounts.ca/org/companynamehere and clicking on *File a Report*. This will take you to the safe and confidential reporting system.
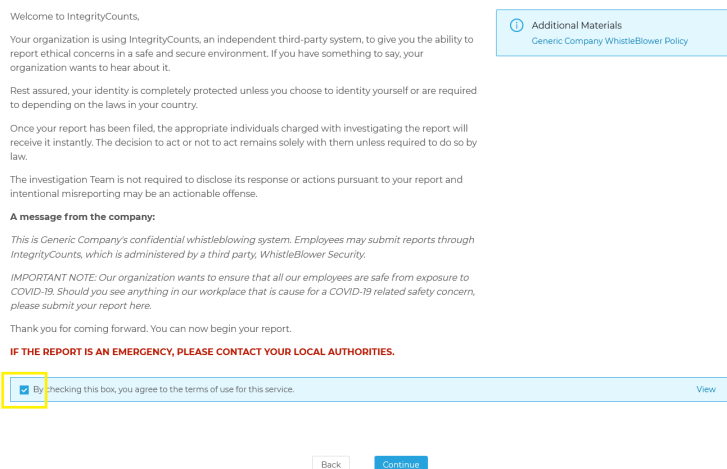
2 ## Introduction & Terms of Use

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.
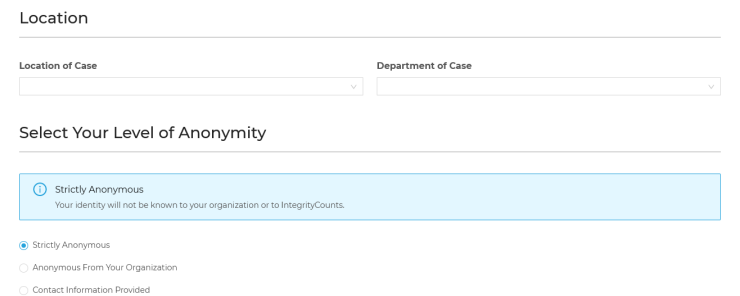
3 ## Location & Confidentiality

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*.

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4 **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.

5 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*).

6 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.

INTEGRITY COUNTS | Confidential & Anonymous Reporting System | English | Login

generic company | Step 1 | Step 2 | **Step 3** | Step 4 | Step 5

Detailed Report

When It Happened

Ongoing Case?
○ Yes ● No

Date of Occurrence?
2021-06-16 → 2021-06-16

Has the case been reported to a supervisor in the past?
○ Yes ● No

Are you an employee of the organization?
● Yes ○ No

Case Types

ⓘ Informational Notes
Select the case type that best describes your issue. If your issue cannot be defined by one case type, select up to three.

From the list below, please select the category that you feel best matches the issue(s) in your report.

☑ Financial Reporting and Accounting
☐ Privacy
☐ Product and Customer Service
☐ Breach of Legal Obligations
☐ Suggestions for Improvement
☐ Fraud and Embezzlement
☐ Violence and/or Abuse
☐ Workplace Health and Safety

☐ Substance Abuse
☐ Conflict of Interest
☐ Vision and Values
☐ Harassment and/or Discrimination
☐ Criminal Activity
☐ Information Security
☐ COVID-19 Safety

Enter Case Type if it's not included...

Case Details

Describe the case*

List all the individuals involved in the case

Supplemental questions

Financial Reporting and Accounting
What do you estimate the monetary value to be in this case?

Describe the financial breach that has occurred.

How did you discover the accounting issue?

Additional Information

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

If you have any additional comments to provide, communicate them here:

Back   Continue

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7 **Supporting Documentation**

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

You can upload as many attachments as necessary.

8 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.

9 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.

INTEGRITY COUNTS

Confidential & Anonymous
Reporting System

🌐 English | Login

generic company

✓ Step 1 — ✓ Step 2 — ✓ Step 3 — 4 Step 4 — 5 Step 5

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	🗑

Provide additional information on how these individuals are involved.

untrustworthy

Back   Continue

Step 1 ✎

Organization Name
Generic Company

Method of Reporting
Web

Step 2 ✎

Location of Case
Head Office

Department of Case
Finance

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

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

Create password

New Password
0btZE,8~4u&Q

Confirm Password
0btZE,8~4u&Q

ⓘ Password Requirements
✓ Minimum 12 characters
✓ Contains 1 lowercase character
✓ Contains 1 Uppercase Character
✓ Contains 1 number
✓ Contains 1 special character
✓ Passwords must match

How To File a Report

10 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:
+1 (888) 921-6875

Email:
info@whistleblowersecurity.com