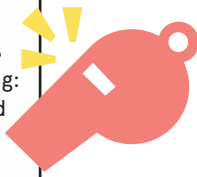


Whistleblower

Becomes aware of misconduct best addressed under this Policy, but not including: personal work related grievances or issues falling under other ACTF policies (e.g. harassment). See Part G of this Policy for further information.



Reports Reportable Conduct - anonymously if preferred; protected from reprisal unless report is knowingly false and misleading.

Receives outcome of preliminary assessment and, if applicable, details of the investigation process.

Receives updates on investigation process (as appropriate) and support throughout and after the process.

Contributes to investigation if needed. Receives report of outcomes subject to confidentiality aspects.

Whistleblower is protected against detrimental treatment, see sections 18-24 of this Policy.

Protected Disclosure Officer - Senior In House Lawyer

Receives report; assures Whistleblower of anonymity (if requested) and protection.

Undertakes preliminary assessment. Updates Chair of Finance Audit & Risk Committee. Advises Whistleblower of outcome of preliminary assessment.

Prepares plan for investigation. Facilitates support for the Whistleblower if appropriate.

Conducts investigation, secures records and produces a confidential findings report. Subject to confidentiality aspects, alleged wrongdoer will be informed of allegations and has a right to respond. Also reports outcomes to Whistleblower, subject to any confidentiality aspects.

Chair of Audit & Risk Committee

Receives notice about Reportable Conduct.

Receives report and advises on next steps.

Contributes to investigation.

Receives findings report.

Annual report of summary of disclosures under this Policy is made to the Board.