



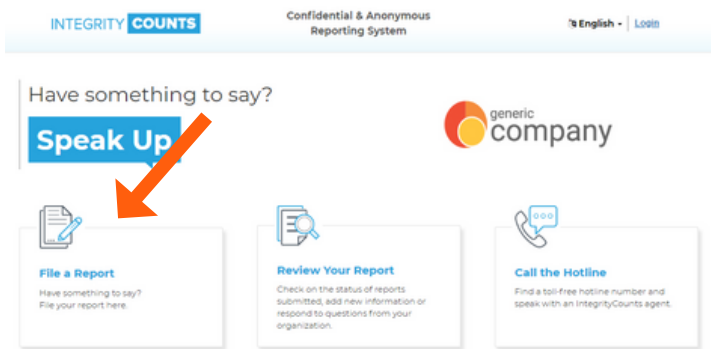
INTEGRITYCOUNTS

HOW TO FILE A REPORT

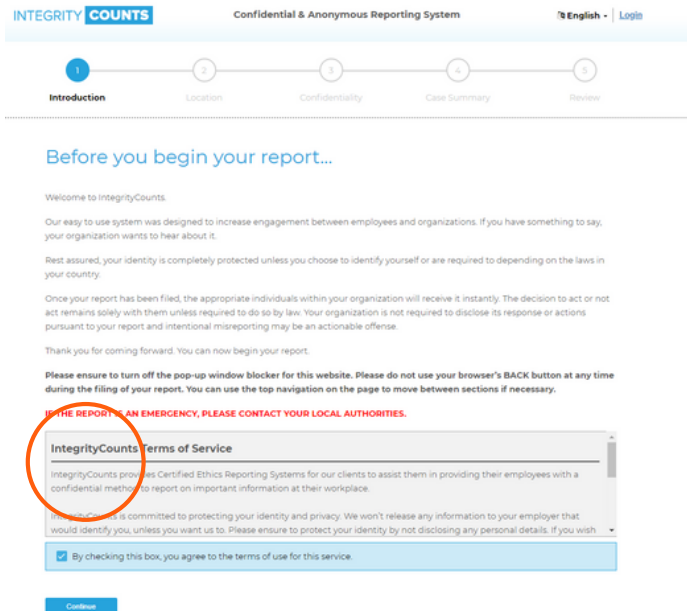
INTEGRITY **COUNTS**

HOW TO FILE A REPORT

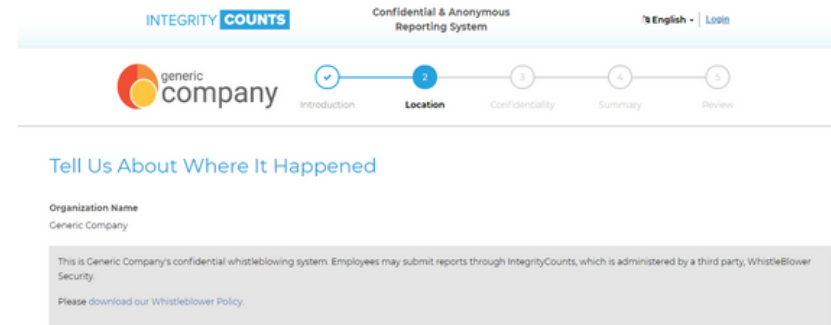
Start by visiting your company's custom URL (shared by your company) <https://v2.integritycounts.ca/org/companynamehere> and clicking on **File a Report!** This will take you to the safe and confidential reporting system.



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

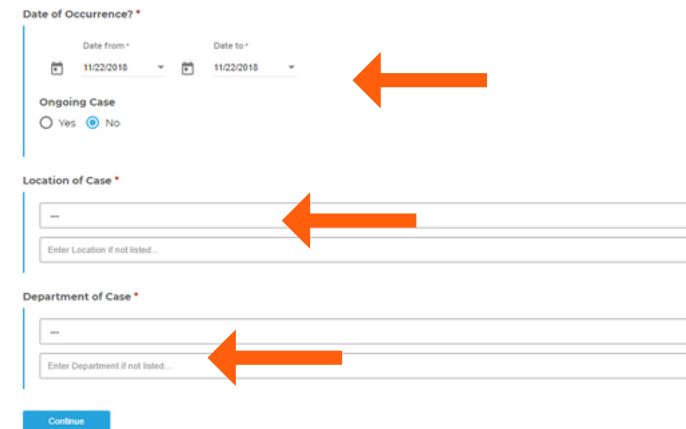


It's time to start filing your report in your company's safe and secure reporting area.



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.



HOW TO FILE A REPORT

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

Select Your Level of Confidentiality

i Your identity will not be known to your organization or to IntegrityCounts.

Strictly Confidential Confidential from Your Organization Contact Information Provided

Implicated Individuals

The list of individuals below may receive a copy of this case report. If you believe any of the individuals are implicated in the case and do not wish them to receive a copy, please check the box next to their name.

Jack Smith *HR* Jenna Irwin Joe Smith
 Sabrina Aslam Shannon Walker *Principal* Signy Ireland

If there are any other individuals who are involved in the case, who are not listed above, please list them here

Please name the individuals implicated in the case

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

Jack Smith *HR* Jenna Irwin
 Sabrina Aslam Shannon Walker *Principal*



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 *

Describe the case

Has the case been reported to a supervisor in the past?

Yes No

Are you an employee of the organization?

Yes No

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:

If you have any additional comments 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.

i 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, vandalism, sabotage etc.

Financial Reporting and Accounting
 Fraud and Embezzlement
 Harassment and/or Discrimination
 Information Security
 Privacy
 Product and Customer Service

HOW TO FILE A REPORT

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.

Attach any relevant supporting documentation if applicable.

DROP FILES
OR

i Uploaded files may contain personally identifiable information. For your own privacy, such as metadata, is removed from your files prior to uploading.

[Continue](#)

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.

INTEGRITY COUNTS Confidential & Anonymous Reporting System English - Login

generic company Introduction Location Confidentiality Summary **Review**

Review Your Report

Location

Organization Name Generic Company	Method of Reporting WEB
Date of Occurrence Feb 25 2019	Location of Case Rome
Department of Case Housekeeping	

Confidentiality

Confidentiality
Strictly Confidential

Summary

Describe the case
test


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, Login Password so you can retrieve the information at a later date. You can log in to see the status of your report to any questions that investigators may have on your report. If you have not submitted your email address to the Case Management System within 48-72 hours to see if the organization has responded to you.

[Login To Print Case](#)