INTEGRITYCOUNTS

HOW TO FILE A REPORT

INTEGRITY 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	Confidential & Anonymous Reporting System			19 English - Login	
0	2	3	(4)	5	
Introduction					
Before you I	begin your	report			
Before you I Welcome to IntegrityCoun Our easy to use system wa your organization wants to	Degin your ts. s designed to increase er hear about it.	report	s 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.

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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.



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

		Reporting Sys	tem	(à Engl	ish - Looin
	/ Introduction	2 Location	3 Confidentiality	(4) Summary	S Review
ell Us About Where It	Happened				
janization Name					

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 Subtrina Aslam 2 Shannon Walker 3 Signy Ireland Annopar	Implicated Individ	uals		
2 Jack Smith 2 Jenna Irwin 2 Joe Smith HB 2 Sebrina Aslam 2 Shannon Walker 2 Signy Ireland Antopal	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
🖬 Səbrina Aslam 💽 Shannon Walker 💽 Signy treland Ancese	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 a supervisor in the past?	
O Yes () No	
Are you an employee of the organization?	
A definition of the forement in a	
Additional Information	
Additional Information	
AGGITIONAL INFORMATION Has this case been referred to anyone outside the organization, such as Police, Media, or a Government Agency? Ves No	
AGGITIONAL INFORMATION Has this case been referred to anyone outside the organization, such as Police, Media, or a Government Agency? O ves No if you have any additional comments to provide, communicate them here:	
Additional information Has this case been referred to anyone outside the organization, such as Police, Media, or a Covernment Agency? Yes Ino If you have any additional comments to provide, communicate them here: If you have any additional comments to provide, communicate them here:	
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Additional Information tas this case been referred to anyone outside the organization, such as Police, Media, or a Government Agency? Ves No You have any additional comments to provide, communicate them here: Type 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.

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, sabolage 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.

	DROP FILES
	OR
	Reputerio
	Browse
	Browse
	Browse
	Drowse
a	Uploaded files may contain personally identifiable information. For your own pri

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.

Operation Name Method of Reporting Creation Company WEB Date of Occurrence Borne Providentiality Borne Consideration State Borne Consideration State Borne Creation of Case Borne Providentiality Confidentiality		Confidential & Anonymous Reporting System	(9 English - Looin	
Review Your Report Location Trganization Name Method of Reporting Cennic Company WEB Date of Occurrence Location of Case Pois 15:05 Borne Department of Case Housekeping Confidentiality Confidentiality Confidentiality	generic Company	Location Confidentiality	Summary Review	
Contaition Method of Reporting Organization Name Method of Reporting Ceneric Company WEB Date of Occurrence Location of Case Pb 123, 2019 Borne Department of Case Movalewep rog Confidentiality Confidentiality	Review Your Report			
Organization Name Method of Deporting VEB Cenners (Company) VEB Date of Occurrence Location of Case Fb 15,2019 Borne Department of Case Borne Housekeeping Confidentiality Confidentiality Sorted Confidential	location			Z
Date of Occurrence Location of Case Feb 53,509 Borne Department of Case Housekeeping Confidentiality Confidentiality Serret/ Confidential	Organization Name Generic Company	Method of Reporting WEB		
Department of Case Housekeping Confidentiality Confidentiality	Date of Occurrence Feb 25, 2019	Location of Case Rome		
Confidentiality Confidentiality Stready Confidential	Department of Case Housekeeping			
Confidentiality Strictly Confidential	Confidentiality			
	Confidentiality Strictly Confidential			
Summary	Summary			
Describe the case test	Describe the case test			
Has the case been reported to a supervisor in the past? No	Has the case been reported to a supervisor in the past? No			

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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