

Goodwill Industries, Ontario Great Lakes
Whistleblower Form



Confidential

To ensure that Goodwill activities are conducted with integrity and that the confidence held by all our stakeholders is respected, this Whistleblower Policy provides a channel of communication for employees, volunteers, clients, customers, vendors, Board Members, contractors and the general public to make known any **inefficient, fraudulent, improper or illegal activities** related to Goodwill activities or provision of services. This policy ensures that all stakeholders have a clear and safe process to report any concerns and/or violations.

The information provided on this form will be forwarded to Goodwill’s Treasurer who, upon receipt and review, will launch a thorough investigation. Contact details are listed at the end of this form.

- 1) Please provide details with respect to the location of the incident (e.g. region, specific location, date, time, and department):

- 2) Please describe the nature of your concern regarding financial and/or operational matters. Include sufficient information for an independent person to understand the concern and to enable further investigation.

3) Please state the full name(s) and title (s) of individuals whom you suspect of wrongdoing.

Name	Title (if known)

4) How many times has this incident taken place (if applicable)?

5) Over how long a period has this incident been taking place (if applicable)?

6) Would you be willing to provide your name and contact information? (Please note that this is optional). If yes, please enter it below:

7) Would you like to arrange a meeting/telephone call with an Investigating Officer to discuss this matter? (Please note that this option is only open to individuals who chose to provide their name).

No

Yes

8) Please share other pertinent information related to this situation.

This form can be mailed to Brad MacDougall, Senior Account Manager, Royal Bank of Canada, 700-383 Richmond St., London, ON, N6A 3C4 or emailed to brad.macdougall@rbc.com