



INTEGRITY **COUNTS**

How To File a Report

How To File a Report

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

Have something to say?

Speak Up



File a Report
Have something to say?
File your report here.

Review Your Report
Check on the status of reports submitted, add new information or respond to questions from your organization.

Call the Hotline
Find a toll-free hotline number and speak with an IntegrityCounts agent.

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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.

Introduction and Terms of Use

Welcome to IntegrityCounts.

Your organization is using IntegrityCounts, an independent third-party system, to give you the ability to report ethical concerns in a safe and secure environment. If you have something to say, your organization wants to hear about it.

Rest assured, your identity is completely protected unless you choose to identify yourself or are required to depending on the laws in your country.

Once your report has been filed, the appropriate individuals charged with investigating the report will receive it instantly. The decision to act or not to act remains solely with them unless required to do so by law.

The investigation Team is not required to disclose its response or actions pursuant to your report and intentional misreporting may be an actionable offense.

A message from the company:

This is Generic Company's confidential whistleblowing system. Employees may submit reports through IntegrityCounts, which is administered by a third party, WhistleBlower Security.

IMPORTANT NOTE: Our organization wants to ensure that all our employees are safe from exposure to COVID-19. Should you see anything in our workplace that is cause for a COVID-19 related safety concern, please submit your report here.

Thank you for coming forward. You can now begin your report.

IF THE REPORT IS AN EMERGENCY, PLEASE CONTACT YOUR LOCAL AUTHORITIES.

By checking this box, you agree to the terms of use for this service. [View](#)

[Back](#) [Continue](#)

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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**.

Location & Confidentiality

Location

Location of Case

Department of Case

Select Your Level of Anonymity

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

- Strictly Anonymous
- Anonymous From Your Organization
- Contact Information Provided

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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.

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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*).

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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.

<input checked="" type="checkbox"/> Financial Reporting and Accounting	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> Privacy	<input type="checkbox"/> Conflict of Interest
<input type="checkbox"/> Product and Customer Service	<input type="checkbox"/> Vision and Values
<input type="checkbox"/> Breach of Legal Obligations	<input type="checkbox"/> Harassment and/or Discrimination
<input type="checkbox"/> Suggestions for Improvement	<input type="checkbox"/> Criminal Activity
<input type="checkbox"/> Fraud and Embezzlement	<input type="checkbox"/> Information Security
<input type="checkbox"/> Violence and/or Abuse	<input type="checkbox"/> COVID-19 Safety
<input type="checkbox"/> Workplace Health and 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:

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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.

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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.

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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.

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generic company Step 1 Step 2 Step 3 Step 4 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	<input type="checkbox"/>

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: 0btZE8-4u&Q

Confirm Password: 0btZE8-4u&Q

Password Requirements

- ✓ Minimum 12 characters
- ✓ Contains 1 lowercase character
- ✓ Contains 1 Uppercase Character
- ✓ Contains 1 number
- ✓ Contains 1 special character
- ✓ Passwords must match

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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.

The screenshot shows the 'INTEGRITY COUNTS' reporting system interface. At the top, it says 'Confidential & Anonymous Reporting System' with 'English' and 'Login' options. The main heading is 'Submission Successful'. Below this, it says 'Thank you for speaking up!'. A paragraph explains that users are encouraged to log in to check report status and respond to questions. A central box displays the generated credentials: Username: IC9425 and Password: 8b1ZF,8-4u8Q. Below the password is a 'Login To Print Case' button. To the right, an 'Information' box advises users to write down their credentials as they will not be available after leaving the page. A footer at the bottom reads 'WhistleBlower Security © 2021 All rights reserved.'

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