

Welcome to the Cornerstone Incident Reporting System.

Cornerstone Governance Corporation has been retained as an independent, third-party to receive anonymous reports on behalf of your organization.

This document will walk you through how to file a report step-by-step.

To file your report, please visit:

https://reporting.cornerstonegovernance.com



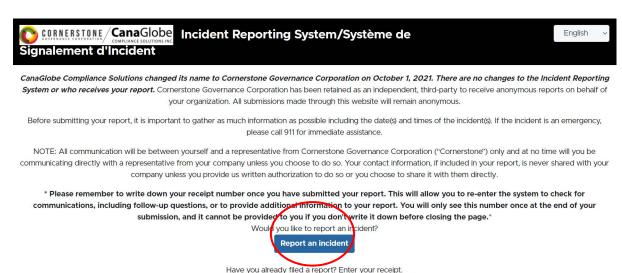
Cornerstone Incident Reporting System

Cornerstone has been retained by your organization as an independent third party to confidentially receive anonymous concerns about the organization.

Before starting, please review your organization's Code of Conduct, Code of Ethics, or Whistleblower Policy.

Please go to https://reporting.cornerstonegovernance.com to file your report.

You will need to enter your organization's login ID to file a report. Click on "Report an incident" to start your report.



XXXX XXXX XXXX XXXX





Starting a Report

The first page that you will come to is where you choose the category that best describes the incident(s) that you are reporting.

If you don't see an exact match or something similar, please choose the "other" option.

/hat type of issue are you reporting? F	lease choose the category that best describ	bes the incident(s) that you are report	ing.
Financial concerns	Human resources	Environmental hazards	Stakeholder relations
Conflict of interest	Breach of the code of conduct	Other	



O 1 - Login

Once you have chosen your topic, you will be taken to the login page where you will enter your organization's login ID.

Your login ID can most commonly be found in your Code of Conduct, Code of Ethics, or Whistleblower Policy or other materials specific to your organization's confidential reporting process.

```
1 - Login 2 - Location 3 - Department 4 - Date - Time 5 - Ongoing Issue 6 - Describe 7 - Reporting 8 - Additional 9 - Attachments 10 - Contact
```

Please enter your organization's login ID. ***If you do not enter your login ID you will not be able to submit your report.*** Please use the "next" and "previous" buttons to move through the reporting process. Using your browser's back and forward buttons will result in losing the information you have entered. *

EXP617



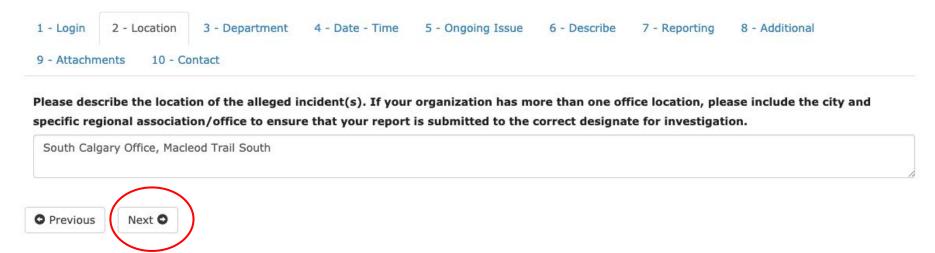


Make sure to use the NEXT button after logging in to move through the menu without losing your entered information. **Do not use your browser's back button.**





On this page you will fill in where the incident(s) in question occurred. If your organization has multiple locations, please be as specific as possible as to where the incident(s) occurred.





Make sure to use the NEXT button after logging in to move through the menu without losing your entered information. **Do not use your browser's back button.**





🔘 3 - Department

On this page you will enter the department in which the incident(s) occurred, if applicable.









4 - Date -Time

Please provide the date and time the incident(s) occurred. If there were multiple incidents please share as many details as you can.



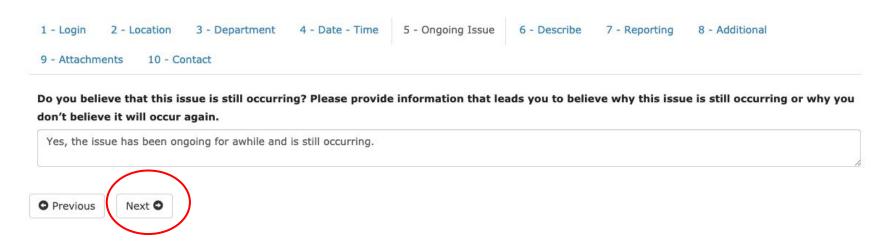






5 - Ongoing Issue

On this page we want to know if this was a one-time incident or if this has been or could be ongoing. Provide as much detail as possible.









6 - Describe

Please describe the incident or incidents in the fullest detail possible.

1 - Login 2 - Location 3 - Department 4 - Date - Time 5 - Ongoing Issue 6 - Describe 7 - Reporting 8 - Additional 9 - Attachments 10 - Contact

Please describe the alleged incident(s) in as much detail as possible.

My manager, Jessica Jones, has been submitting forged invoices for non-existent business trips. During one of our recent morning meetings she confided in me that she has been submitting these fake invoices since November 2018.









7 - Reporting

Please let us know if you have previously shared this information with anyone at your organization. If you feel your anonymity will be compromised by sharing this information please don't include it, and move to the next page using the NEXT button.

1 - Login 2 - Location 3 - Department 4 - Date - Time 5 - Ongoing Issue 6 - Describe 7 - Reporting 8 - Additional 9 - Attachments 10 - Contact

Have you reported the alleged incident(s) to anyone within the organization? If so, please indicate whom you reported it to and when.

Please do not provide an answer to this question if you believe it will compromise your anonymity

No I have not reported the incident to anyone in the company.









8 - Additional

If there is any additional information about the incident(s) in question that you would like to share, please include it on this page and then hit the NEXT button.









9 - Attachments

If you have any documents you would like to submit regarding the incident(s), you can attach them on this page. They have to be in PDF form. Please copy and paste the link provided below for instructions on how to convert documents to PDF. You can add multiple documents.

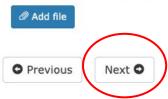
Please ensure you black out any private information or information that may compromise your identity.

```
1 - Login 2 - Location 3 - Department 4 - Date - Time 5 - Ongoing Issue 6 - Describe 7 - Reporting 8 - Additional 9 - Attachments 10 - Contact
```

Do you have any documents to include with your report? Please note that attachments will be sent to the designates without amendment.

Please be sure to blackout any information that may identify you or compromise your anonymity Please attach your documents as PDFs.

For information on saving Office documents to PDF, please visit https://support.office.com/en-ie/article/save-or-convert-to-pdf-or-xps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110. To save a Google Doc as a PDF open the document, choose File, Download As, PDF document.









10 - Contact

Please enter your contact information on this page. Your contact information will only be shared with your organization if you provide a written authorization to do so.

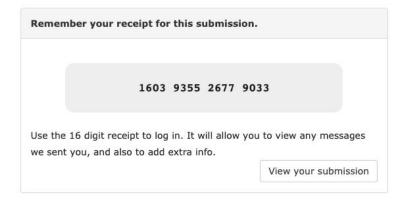
1 Login 2 Location 3	Department 4 Date - Time 5 Ongoing Issue 6 Describe 7 Reporting 8 Additional 9 Attachments 6 Contact
forwarded to your organization unless you a	ormation. If you want to remain completely anonymous, please do not include any information in this section. If you choose to include your contact information, it will not be uthorize us to do so in writing (please attach a signed authorization in PDF format if you would like your contact information included with your report). It will only be used by report, if necessary. For information on saving Office documents to PDF, please visit https://support.office.com/en-ie/article/save-or-convert-to-pdf-or-xps-d85416c5-7d77-
4fd6-a216-6f4bf7c7c110. To save a Google Name	Doc as a PDF open the document, choose File, Download As, PDF document.
Email Address	
Phone Number	
Document Upload	
♣ Upload Select a file or drag it here.	You can find a copy of the authorization form in your organization's confidential reporting documents, or you can handwrite and scan your own authorization
⊘ Previous Submit	confirming that Cornerstone can share your personal contact information with your organization.



Submission

This is your confirmation page. **Please write down your receipt number.** This is the **only** time you are going to see it, and if you want to be able to log back in to your original report you will need this receipt number.

Thank you! Your submission was successful. We will try to get back to you as soon as possible.







Report Review

To follow-up on your report, or to see if the organization has responded to you or requested additional information, please log back in on the main Cornerstone Incident Reporting System using your receipt number.

The main reporting system can be found at https://reporting.cornerstonegovernance.com

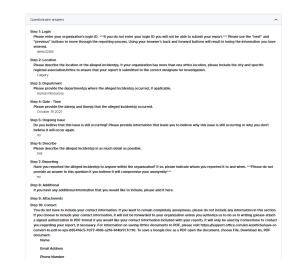






When you log back in with your receipt number, you will be able to view your initial report as well as see comments from Cornerstone on behalf of your organization. In the case of this example, Cornerstone has attached a response letter from the employer. You can respond in the comment section and add additional documents.



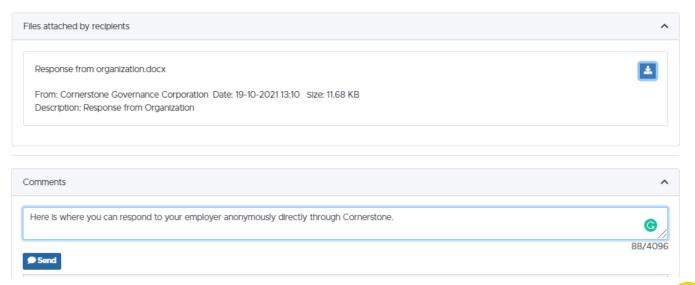


Response from organiza	ation.docx		*
	ernance Corporation Date: 19-10-2021 13:10	Size: 11.68 KB	Number
of downloads: 0			
Description: Response f	rom Organization		
Jpload a file:			
Description			. Upload



Follow-Up

If your organization responds to you with a letter, Cornerstone will post it to your original report, and you will be able to download it when you log back in with your receipt number. You can ask questions or add additional information and documents in the comment section. The discussion between you and the organization can continue as long as both parties remain engaged.





Post-Report

It may take your organization several days or several weeks to respond so please check back frequently. Any comments that you leave will be forwarded to the organization as a follow-up to your initial report.

Your organization is responsible for closing the report.

If you need any additional information on how to file a report, please review the initial documents (FAQs and Guidance document) provided to you by your organization.





To file your report, please visit:

https://reporting.cornerstonegovernance.com