



# CORNERSTONE

GOVERNANCE CORPORATION

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.

 **CORNERSTONE** / **CanaGlobe**  
GOVERNANCE CORPORATION COMPLIANCE SOLUTIONS INC.

Incident Reporting System/Système de Signalement d'Incident

English ▼

*Cornerstone Compliance Solutions changed its name to Cornerstone Governance Corporation on October 1, 2021. There are no changes to the Incident Reporting System or who receives your report.* Cornerstone Governance Corporation has been retained as an independent, third-party to receive anonymous reports on behalf of your organization. All submissions made through this website will remain anonymous.

Before submitting your report, it is important to gather as much information as possible including the date(s) and times of the incident(s). If the incident is an emergency, please call 911 for immediate assistance.

NOTE: All communication will be between yourself and a representative from Cornerstone Governance Corporation ("Cornerstone") only and at no time will you be communicating directly with a representative from your company unless you choose to do so. Your contact information, if included in your report, is never shared with your company unless you provide us written authorization to do so or you choose to share it with them directly.

**\* Please remember to write down your receipt number once you have submitted your report. This will allow you to re-enter the system to check for communications, including follow-up questions, or to provide additional information to your report. You will only see this number once at the end of your submission, and it cannot be provided to you if you don't write it down before closing the page.\***

Would you like to report an incident?

**Report an incident**

Have you already filed a report? Enter your receipt.

XXXX XXXX XXXX XXXX **Log in**



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# 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.

What type of issue are you reporting? Please choose the category that best describes the incident(s) that you are reporting.

Financial concerns

Human resources

Environmental hazards

Stakeholder relations

Conflict of interest

Breach of the code of conduct

Other



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# 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

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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.**



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## 2 - Location

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.

- 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 location of the alleged incident(s). If your organization has more than one office location, please include the city and specific regional association/office to ensure that your report is submitted to the correct designate for investigation.**

South Calgary Office, Macleod Trail South

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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.**



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# 3 - Department

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

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

**Please provide the department(s) where the alleged incident(s) occurred, if applicable.**

Finance Department

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Press NEXT to go to the next page in the menu. If you want to look back or edit what you have entered, use the PREVIOUS button. **Do not use your back button.**



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# 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.

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

**Please provide the date(s) and time(s) that the alleged incident(s) occurred.**

June 17 2019, during our morning meeting

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Press NEXT to go to the next page in the menu. If you want to look back or edit what you have entered, use the PREVIOUS button. **Do not use your back button.**



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# 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.

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

**Do you believe that this issue is still occurring? Please provide information that leads you to believe why this issue is still occurring or why you don't believe it will occur again.**

Yes, the issue has been ongoing for awhile and is still occurring.

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Press NEXT to go to the next page in the menu. If you want to look back or edit what you have entered, use the PREVIOUS button. **Do not use your back button.**



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# 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.

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Press NEXT to go to the next page in the menu. If you want to look back or edit what you have entered, use the PREVIOUS button. **Do not use your back button.**



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# 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.

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Press NEXT to go to the next page in the menu. If you want to look back or edit what you have entered, use the PREVIOUS button. **Do not use your back button.**



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# 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.

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

**If you have any additional information that you would like to include, please add it here.**

I have no further information at this time.

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Press NEXT to go to the next page in the menu. If you want to look back or edit what you have entered, use the PREVIOUS button. **Do not use your back button.**



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# 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.**



Add file

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Press NEXT to go to the next page in the menu. If you want to look back or edit what you have entered, use the PREVIOUS button. **Do not use your back button.**



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# 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
- 10 Contact

You do not have to include your contact information. 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 forwarded to your organization unless you authorize 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 Cornerstone to contact you regarding your 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 Doc as a PDF open the document, choose File, Download As, PDF document.

Name

Email Address

Phone Number

Document 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 confirming that Cornerstone can share your personal contact information with your organization.



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# 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.

## Remember your receipt for this submission.

**1603 9355 2677 9033**

Use the 16 digit receipt to log in. It will allow you to view any messages we sent you, and also to add extra info.

[View your submission](#)

## Hint: How to hide your receipt

A useful way to hide your receipt is to write it down like a credit card number, i.e. by also including an expiration date.

Example:



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# 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>

## Report an incident

| Español | Français

Have you already filed a submission? Enter your receipt.

XXXX XXXX XXXX XXXX

Log in



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# Follow-Up

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.

	Context	Date	Last update	Expiration date		Connection	Status
99	Human resources	19-10-2021 13:03	19-10-2021 13:56	-	x	HTTPS	Opened

## Questionnaire answers

### Step 1: Login

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.

demo12345

### Step 2: Location

Please describe the location of the alleged incident(s). If your organization has more than one office location, please include the city and specific regional association/office to ensure that your report is submitted to the correct designate for investigation.

Calgary

### Step 3: Department

Please provide the department(s) where the alleged incident(s) occurred, if applicable.

Human Resources

### Step 4: Date - Time

Please provide the date(s) and time(s) that the alleged incident(s) occurred.

October 19 2021

### Step 5: Ongoing issue

Do you believe that this issue is still occurring? Please provide information that leads you to believe why this issue is still occurring or why you don't believe it will occur again.

No

### Step 6: Describe

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

Not

### Step 7: Reporting

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

### Step 8: Additional

If you have any additional information that you would like to include, please add it here.

### Step 9: Attachments

#### Step 10: Contact

You do not have to include your contact information. 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 forwarded to your organization unless you authorize 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 Cornerstone to contact you regarding your report. If necessary. For information on saving Other documents to PDF, please visit <https://support.office.com/en-us/articles/save-or-convert-to-pdf-or-eps-d85416c5-7d77-4186-a216-614b7c7c110>. To save a Google Doc as a PDF, open the document, choose File, Download As, PDF document.

Name  
Email Address  
Phone Number

## Files attached by recipients

Response from organization.docx



From: Cornerstone Governance Corporation Date: 19-10-2021 13:10 Size: 11.68 KB Number of downloads: 0

Description: Response from Organization

Upload a file:

Description

Upload



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# 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.

Files attached by recipients

Response from organization.docx

From: Cornerstone Governance Corporation Date: 19-10-2021 13:10 Size: 11.68 KB  
Description: Response from Organization

Comments

Here is where you can respond to your employer anonymously directly through Cornerstone.

88/4096

Send



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# 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.



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To file your report, please visit:

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