



## **Reporting Responsibility**

It is the responsibility of all Representatives to comply with the Policies and to report violations or suspected violations.

## **No Retaliation**

Operation Eyesight will not permit any Representative to harass, retaliate or discriminate against others who, in good faith, reports a violation or suspected violation. Retaliation in any form will not be tolerated and should be reported using the channels detailed below. Any violation of this Policy may be subject to disciplinary action up to and including termination of employment, termination of contract or legal action.

Complaints that are *not* made in good faith will be viewed as a serious offence and may be subject to discipline up to and including termination of employment or contract.

## **Acting in Good Faith**

Any Representative who brings forward a concern or complaint relating to a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information being disclosed indicates a violation or suspected violation of any Policy. Any allegations that are not substantiated and are found to be malicious, frivolous or were knowingly false will be viewed as a serious matter and the person making such complaint or submission may be subject to disciplinary action up to and including termination of employment or contract.

## **Reporting Violations or Suspected Violations**

Every Representative has a duty to adhere to this Policy and all applicable policies and to immediately report to your manager, the HR Manager or the Chief Executive Officer any suspected violations.

In most cases, your manager is the best person to address concerns. However, if you are not comfortable speaking to your manager or you are not satisfied with the response, you are encouraged to speak to the HR Manager or the Chief Executive Officer, or alternatively, to the Chair of the Governance Committee of Operation Eyesight Canada.

In addition to the foregoing, any Representative may report questionable accounting or auditing matters, which may be done on an anonymous basis, by submitting a written complaint to the Chair of the Audit and Finance Committee of Operation Eyesight Canada.

Any complaint that has been brought forward to a supervisor, manager, HR Manager or the Chief Executive Officer is required to be reported to the Chair of the Governance Committee of Operation Eyesight Canada, who has the responsibility to investigate all reported violations or suspected violations.

## **Confidentiality**

Concerns regarding violations or suspected violations may be submitted on a confidential basis by the person who has the concern. Reports of violations or suspected violations will be kept confidential to the extent possible consistent with the need to conduct an adequate investigation.

## **Handling of Reported Suspected Violations or Violations**

All reports of violations or suspected violations will be promptly investigated and appropriate corrective action taken if warranted by the investigation.

## **Annual confirmation**

All Representatives are required to confirm annually in writing that they have reviewed and agree to adhere to the terms of this Policy.

## **Whistle Blowing Compliance Contact Information (as of January 25, 2022)**

Chair of the Audit and Finance Committee

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