

Online Notification - C2D Services

Our Commitment

C2D Services is committed to operating ethically across all its operations. To ensure full compliance with this approach, we encourage an environment of dialogue and transparency while providing a mechanism for our employees, our partners, our beneficiaries or any other party to communicate a concern about any behaviour, practice, activity or conduct which may contravene our corporate standards, code of ethics and deontology, policy of prevention of psychological or sexual harassment at work or the code of conduct established by the company.

Reporting Concerns

This document provides an **anonymous** and **confidential** mechanisms to report any ethic concern related to our operations, to possible breaches of corporate policies and procedures or suspected violations of laws and regulations. This may include but is not limited to fraud, corruption or bribery, harassment and discrimination, sexual violence, conflicts of interest, financial malpractice, significant environmental and health and safety concerns.

If you are working for C2D Services and have a concern related to our Code of Conduct or any violation, you are encouraged in the first instance to speak to your supervisor, your supervisor's supervisor, Operations Director or any member of the Executive Committee. If you don't feel comfortable doing so, the form below provides an alternative communication channel.

When reporting a concern, please provide as much detail as possible. We encourage you to identify yourself and engage with the process to support the company's investigation regarding your concern.

C2D Services is committed to treat all reports of misconduct seriously. However, these reporting channels cannot be used to bring fraudulent, malicious, or bad-faith complaints against employees. Appropriate actions will be taken against anyone who is found to have made a report maliciously, in bad faith, for something they know to be untrue, or without reasonable grounds for believing that the information supplied was accurate.



CATALYSEUR DE DÉVELOPPEMENT
CATALYST TO DEVELOPMENT

Concern report

- Issue or Complaint

- Reported individuals contravening standards

Provide as much detail as possible to clearly identify the people involved, including names, titles, location, project, service, etc.

Description of Issue or Complaint

- 1. What misconduct / improper activity occurred?

- 2. Who committed the misconduct / improper activity?



CATALYSEUR DE DÉVELOPPEMENT
CATALYST TO DEVELOPMENT



CATALYSEUR DE DÉVELOPPEMENT
CATALYST TO DEVELOPMENT

- 3. When did it happen and when did you notice it?

- 4. Where did it happen?

- 5. Is there any evidence that you could provide us?

- 6. Are there any other parties involved other than the suspect stated above?

- 7. Do you have any other details or information which would assist us in the investigation?

- 8. Any other comments?

- 9. Do you wish to have a talk with one or both of the persons designated by C2D Services for the handling of reports?



CATALYSEUR DE DÉVELOPPEMENT
CATALYST TO DEVELOPMENT



CATALYSEUR DE DÉVELOPPEMENT
CATALYST TO DEVELOPMENT

- 10. Would you like to leave your details?

Although it is not essential to identify oneself, we encourage you to do so in order to enable us to carry out the necessary follow-up within the framework of the survey. All information will be kept confidential and will not be shared with any of the parties associated with the claim or beyond the investigating authority.



CATALYSEUR DE DÉVELOPPEMENT
CATALYST TO DEVELOPMENT