

# Whistle Blower Policy



Parkland works with an external third party to provide confidential, anonymous reporting for employees (CARE) services.

CARE services provides an effective way for employees to efficiently and anonymously report concerns regarding inappropriate activity in a corporation. The reported event could relate to questionable accounting matters or fraud but also workplace harassment, violence, substance abuse, discrimination, conflicts of interest, safety concerns, or other concerns the employee may have relating to the conduct of business. Our third party provider undertakes to provide CARE services to Parkland and its affiliates.

## Specifically, the third party will:

1. Provide a monitored toll free CARE number 24 hours a day, 7 days a week, 365 days a year;
2. Provide a CARE website and email access directly to the third party, monitored regularly by trained investigators, for employee use;
3. Present information obtained from an employee through a phone call or email directly to your designated representative within one (1) business day of receiving the call or email from the Parkland employee; and
4. Produce reports every three months capturing the frequency and types of calls received.

If requested, the third party will also provide assistance to deal with the concerns raised by the reported event using investigative professionals in one of their strategically positioned offices across the country.

**REMEMBER - IT'S RIGHT TO REPORT A WRONG**