

DISCLOSURE PROCESS

This process is designed to facilitate the disclosure of information, comments, or questions to the Bouthillette Parizeau (BPA) Ethics Committee. The information contained in this form will provide the Committee the basis in conducting a thorough review. Once the form is completed, please submit to the following email address: ethique@bpa.ca.

The Ethics Committee is committed to evaluating all forms and responding to the sender within 30 days. If additional time is required, a member of the Committee will contact the sender as soon as possible to inform him/her and justify the delay.

The Ethics Committee is a regulatory body that represents Bouthillette Parizeau (BPA) in matters of ethics, discrimination, and harassment, as defined in the *Prevention of Psychological, Sexual or Discriminatory Harassment in the Workplace Policy and Disclosure Process*. The Committee is composed of the following five members:

- Vice-President, Sustainability : Eddy Cloutier
- Executive Vice-President : Patrick St-Onge
- Director, Electrical : Julie Lefebvre
- Director, Human Resources : Céline LaQuerre
- Legal Advisor : Salem Samné



Dominic Latour, P. Eng.
President and Chief Executive Officer

DISCLOSURE FORM

Discloser Identification

I wish to remain anonymous

(Your identity will be shared only with members of the Ethics Committee and your permission will be obtained should the Committee need to share the recorded information with a third party.)

I wish to declare my identity:

First and Last Name: _____
Personal Contact Information: _____
Business relationship: _____
Date: _____

Reason for Disclosure

- I wish to file an ethics complaint (fill out Section 1)
- I have a question or comment for the Ethics Committee (fill out Section 2)
- I want to disclose my political involvement (fill out Section 3)
- I want permission to use information or intellectual property for a purpose other than my employment (fill out Section 4)
- Other (fill out Section 5)

Section 1: Ethics Complaint

Name(s) of implicated person(s): _____

Date or period of the facts, behaviours or acts in question: _____

Please indicate if any witnesses were present.
If so, their names: _____

Please describe the events or facts on which the complaint is based. Provide as much information as possible so that the matter can be thoroughly investigated.

Do you have or otherwise know of any documents (e.g., correspondence or e-mails) that describe the facts, acts, or conduct in question? Please describe the documents or provide copies if possible.

Section 2: Question or comment to the Ethics Committee

Please send us your questions or comments below:

Section 3: Political Involvement

Approximate start date of your political involvement: _____

Describe, to the best of your knowledge, your duties during your political involvement.

Will this political commitment prevent you from fulfilling your responsibilities within Bouthillette Parizeau (BPA)? Yes No

We wish to remind you that it is forbidden to make electoral contributions or express political opinions on behalf of Bouthillette Parizeau (BPA). It is also forbidden to make electoral solicitations in the workplace.

Section 4: Permission to use information or intellectual property for a purpose other than employment

What is the purpose of using this information? _____

On whose behalf will this information be used? _____

How long will you need access to this information? _____

Describe in detail how you intend to use this information.

If exhibits are attached to this disclosure form, please include a list of them:

Section 5: Other

Describe the reason of disclosure below.