



Whistleblower Policy

PURPOSE

CENGN shall use this policy to ensure a workplace committed to lawful and ethical behaviour in all its activities. This policy ensures compliance with applicable laws, regulations and policies and reflects CENGN's core values.

This policy is intended to:

1. Prevent or detect and correct improper activities, such as actions that:
 - a. Cause or may cause incorrect financial reporting;
 - b. Are unlawful;
 - c. Are an abusive use of power or authority for any unauthorized purpose;
 - d. Are not in line with CENGN's Conflict of Interest Policy, Confidentiality and Non-Disclosure Agreement;
 - e. Involve a significant threat to the health and safety of CENGN's employees and/or the general public;
 - f. A CENGN employee believes that he or she is being asked to commit a wrongdoing;
 - g. Are not in line with CENGN's other written, approved and communicated policies;
 - h. Otherwise amount to serious improper, unprofessional, or unethical conduct;
2. Obligate each employee of CENGN to report what they in good faith believe to be a material violation of law or policy or questionable accounting or auditing matter by CENGN; and
3. Protect reporting individuals from retaliatory action.

SCOPE

This policy governs the definitions, procedures and whistleblower protection for all CENGN's employees.

DEFINITIONS

"CENGN" means CENGN – Centre of Excellence in Next Generation Networks.

"Retaliation" means when an employee is punished for making a complaint under this Policy in good faith. Retaliation could include but is not limited to; negative job action, harassment, or any other action that is meant to deter or punish an employee from making a complaint.

"Violation" means knowingly or through ignorance, incompetence or lack of care, committing an act or arranging for an act to be committed that leads to, or will likely lead to, or failing to provide their fiduciary responsibility and diligence to prevent, a violation of accepted applicable accounting practices and CENGN's written, ratified and communicated policies. In addition, violations of applicable government laws and regulations within CENGN's jurisdictions of operation are included. This shall include violations of domestic and applicable foreign corruption acts.

POLICY STATEMENT

All employees must comply with this Policy, which is to report any unlawful or unethical behaviour, Violations or suspected Violations of any applicable laws, regulations or policies.

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Incidents of non-compliance with this Policy, or procedures herein, must be reported to the Human Resources Department. Incidents of employee non-compliance may also be reported to the President and CEO or the Chair of the board of directors of CENGN.

Reporting Violations

Prior to making a report, employees should consider discussing the potential Violation with their supervisor or another person who may be able to help resolve the matter. However, where a potential Violation continues to be unresolved following such a discussion, or where it is not possible for the employee to discuss the potential Violation with their supervisor (or where the employee is uncomfortable doing so) or where the potential Violation is time sensitive, the employee should report the potential Violation as explained below.

Employees are obligated to report any serious offences or serious potential offences in areas such as misstatements in accounting, acts of corruption or theft and must disclose Violations via email to a member of CENGN's executive team or to the Chair of CENGN's Board of Directors to boardchair@cengn.ca

Should the issue relate to a non-financial complaint (ex: harassment, violation of employment standards, dangerous or improper work environment, etc.) a report can be made to CENGN's Human Resources department, the President and CEO or the Chair of CENGN's Board of Directors.

Handling of Reported Violations

Except where the Chair of the Board of Directors has been contacted directly and deems that the established process is inappropriate, the President and CEO is responsible for investigating and resolving all reported complaints and allegations concerning any Violations and, at his/her discretion, shall advise the Chair of the Board of Directors.

In cases where the Chair of the Board of Directors has been contacted directly, the investigation and resolution of the reported complaint may bypass the President and CEO and be made the responsibility of the Board of Directors.

Reporting on Compliance Activity

The President and CEO is required to report quarterly to the Executive Committee of the Board any whistleblower activity and the compliance activity he/she has taken under this policy to investigate and resolve the reported activity. Should the Violation have potential consequences of significant monetary liability, the CEO shall report such an incident to the Board immediately.

No Retaliation

Any employee who in good faith reports a suspected Violation shall not suffer harassment, Retaliation or adverse employment consequences. This protection extends to employees who report in good faith, even if the allegations are, after an investigation, unsubstantiated. This includes employees who may have been called as witnesses. An employee who retaliates against someone who has reported a suspected Violation in good faith is subject to discipline up to and including termination of employment and, if appropriate, may be reported to the proper external authorities. However, should the reporting employee(s) be active or complicit in an inappropriate action, they are obligated to cease their participation in such activity and to report the activity immediately. It must be noted that reporting such activity where the reporter was complicit, will not protect them from consequence.



Acting in Good Faith

Any employee filing a complaint concerning a Violation or suspected Violation must act in good faith and have reasonable grounds for believing the information disclosed indicates a Violation. Any allegations that prove to be unsubstantiated, and which prove to have been made maliciously or were known to be false will be viewed as an offense warranting disciplinary action up to and including termination of employment.

Investigation

An employee reporting a complaint may do research to ensure their complaint is valid and not false, however employees should not conduct their own investigations into the matter, especially if the Violation is outside of their expertise and / or day to day areas of responsibility and should report the potential breach. This is designed to protect the employee and not impede or contaminate any official resultant investigations.

Confidentiality

Complaints or suspected Violations are to be kept confidential by the reporting authority. The complainant may request to remain anonymous. Reports of Violations or suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

EXCEPTIONS

An employee who has engaged in the activity in question will not be granted immunity nor will they be protected by this policy, for reporting the activity.

CENGN Whistleblower Policy - Employee Acknowledgement

I hereby acknowledge that I have received a copy of this Whistleblower Policy. I have read this policy and procedure and clarified any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy.

Employee Name: _____

Signed: _____

Date: _____