



Using [report it](#)

The [report it](#) app is the latest enhancement to our Speak Out process. The [report it](#) app provides seamless accessibility to report inappropriate activities from your mobile device in order to protect our people, assets and operations from abuse, fraudulent, corrupt and/or improper business practices or any other breaches of our spirit values and Code of Ethics.

The [report it](#) desktop and mobile applications are managed by a contracted independent third-party on a secure platform.

As a reminder, here are some examples of activities and behaviours which should be reported:

- **Bullying, abuse or harassment in the workplace**
- **Discrimination (including on the basis of sex, race or religion)**
- **Theft or misuse of company property (including IT equipment)**
- **Fraud, bribery or corrupt practices (including inappropriate interactions with suppliers and contractors)**
- **Breaches of policy or process (e.g. Recruitment, Gifts and/Entertainment)**

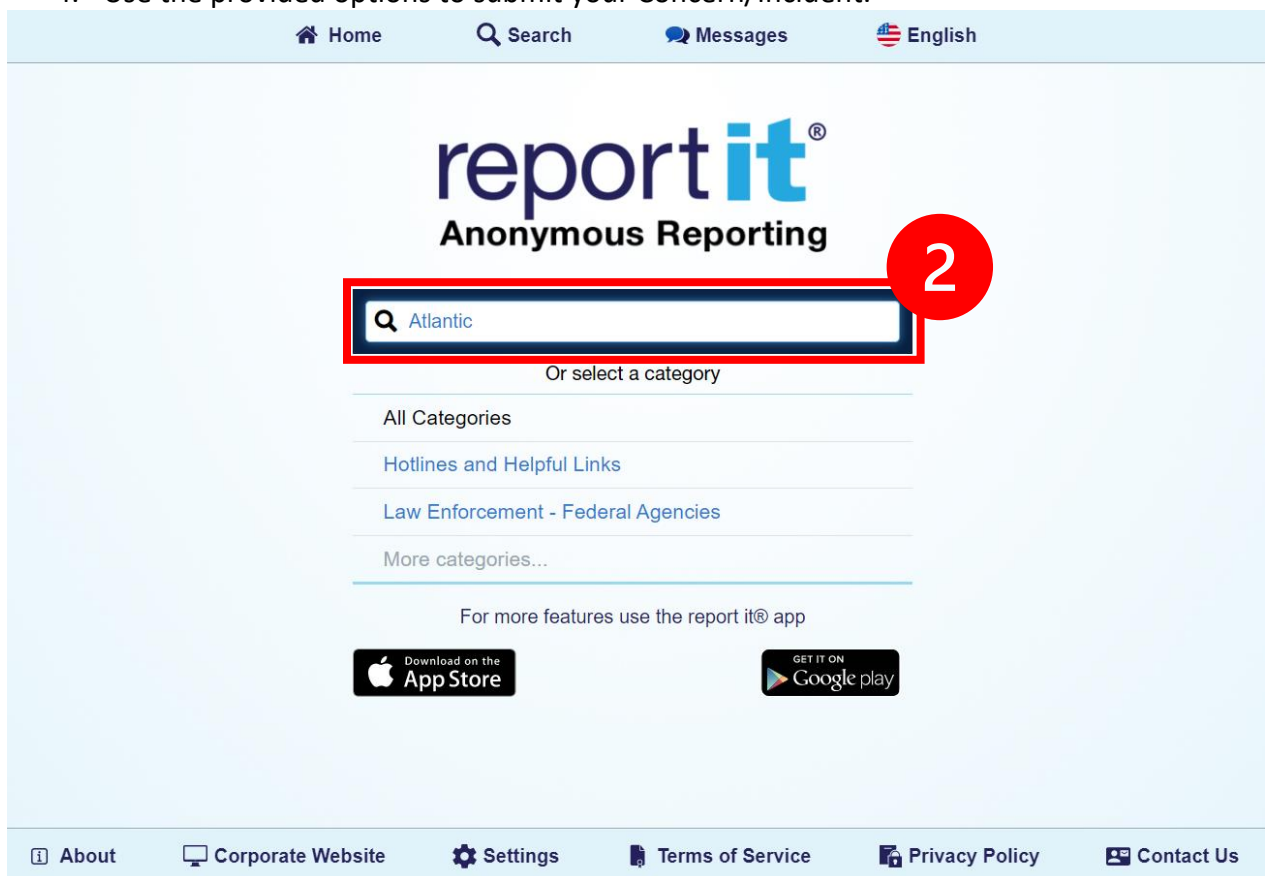
There are two main methods to submit reports via the [report it](#) tool:

1. Website
2. Mobile App

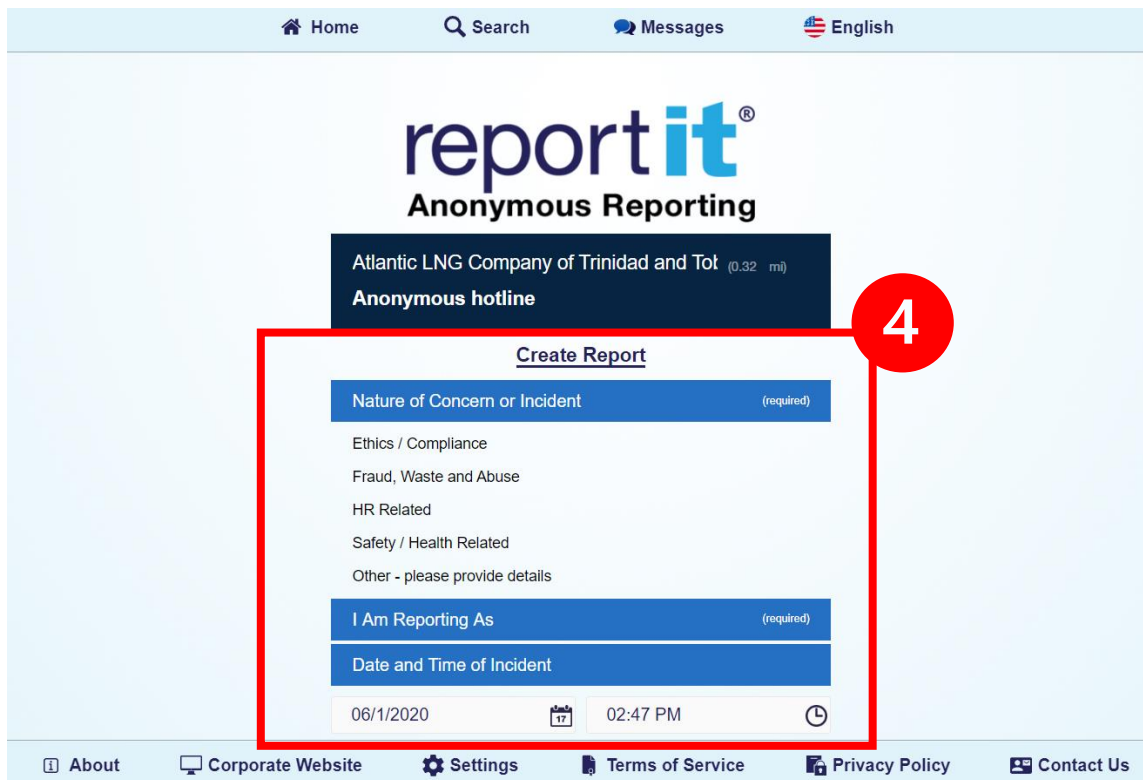
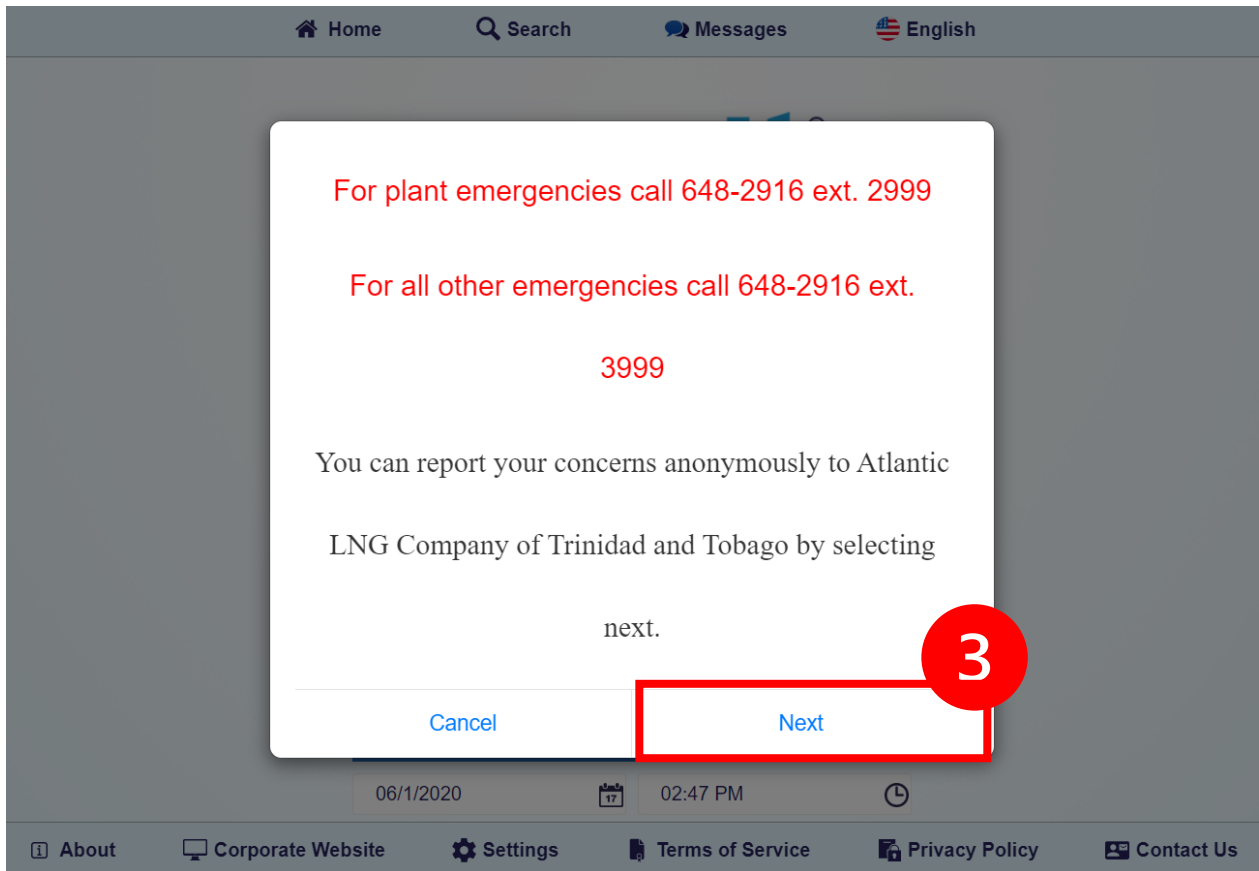
Please see the steps below for utilising [report it](#) via the website and the mobile app.

WEBSITE

1. Open a web browser and go to the following URL: <https://desktop.reportit.com>
2. Once there, use the following code: **Atlantic** and click Enter to continue.
3. Click **Next** to acknowledge the emergency numbers.
4. Use the provided options to submit your Concern/Incident.



The screenshot shows the homepage of reportit.com. The navigation bar at the top includes links for Home, Search, Messages, and English. The main content area features the reportit logo and the text 'Anonymous Reporting'. A search bar is highlighted with a red box and a red circle containing the number '2'. The search bar contains the text 'Atlantic'. Below the search bar, there are several category options: 'All Categories', 'Hotlines and Helpful Links', 'Law Enforcement - Federal Agencies', and 'More categories...'. At the bottom of the page, there are links for About, Corporate Website, Settings, Terms of Service, Privacy Policy, and Contact Us.



MOBILE APP

1. Download and launch the [report it](#) app on your iOS or Android device and accept the Terms of Use.
2. Click the New Report icon.
3. Enter Atlantic in the code field and click Search.
4. Click Next to acknowledge the emergency numbers.
5. Use the provided options to submit your Concern/Incident.

