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**Observations of Illegal or Unauthorized Activity**

All workers who are engaged by Northland Forest Products Ltd (NFPL), whether directly or indirectly are encouraged to report activities that are a threat to the environment, offensive or counter to the cultural values of others, as well as instances of non-compliance with laws and regulations. Where there are reasonable grounds to believe there has been criminal or illegal activity, bribery, or significant risk of harm to environment, persons or property, complaints are encouraged, and witnesses are encouraged to report directly to law enforcement.

The following procedure addresses NFPL formal system for documenting and reporting illegal or unauthorized activities to the appropriate authorities.

**Documenting and Reporting Illegal or Unauthorized Activity Procedure\*:**

If an employee or contractor witnesses illegal harvesting, hunting, fishing, trapping, collecting, trespass, garbage disposal, poaching, cultural artifact thefts, destruction of property (public or private), bribery, or any other illegal or unauthorized occupancy or activity, contact the appropriate authorities: (Check the authorities you have contacted)

□ Royal Canadian Mounted Police: 911

□ Report a Poacher: 1-800-642-3800

□ Environmental Emergency or Complaints: 1-800-222-6514

□ Wildfire Reporting: 310-FIRE (3473)

□ NFPL Health and Safety: 780-743-3773

**Details of Incident**

Date of Occurrence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Occurrence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Alleged Offender (If known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Description of Person(s) if available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Description if available:

Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License Plate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Particulars of Incident:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Please use back of page or attach a page if more space is needed).

Name and Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Deliver or send a copy to NFPL Supervisor or Health and Safety Coordinator

**Non-Retaliation Whistleblower Policy**

If illegal or unauthorized activities are management led, there remains a duty to report. Activities of this nature, or instances of bribery may be reported to your supervisor, manager, police, or environment agencies as required without fear of prosecution or penalty. (Request a copy of the non-retaliation whistleblower policy for more information).

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