

# Workplace Investigations Policy

COMPLIANCE & ETHICS



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Effective  
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## OVERALL PRINCIPLES

Our reputation as an organization can only be maintained if we act with integrity and report suspected wrongdoing. There will be no adverse consequence for anyone who reports a serious matter in good faith.

The investigation of all reported wrongdoing will be overseen by the Oversight Committee.

The Oversight Committee is responsible for ensuring that serious matters are investigated appropriately, and a fair decision is reached including determination of any disciplinary action and corrective measures.

This Policy establishes our standards for investigating and responding to reports of wrongdoing made against OMERS and its Employees, Directors and Contractors.

**This Policy applies to all Employees, Directors and Contractors across OMERS, which for clarity, includes Oxford.**

Next renewal date:	September 2024
Frequency of review:	Every 2 years

## What should I report?

Every Employee, Director and Contractor across OMERS has the right, as well as the duty, to report known or suspected wrongdoing that is a serious matter.

## What is a serious matter?

A serious matter is:

- a matter where you have direct knowledge of, suspect, or have received a complaint or report of actual or suspected wrongdoing relating to any of the following activities: fraud, theft, bribery, corruption, money laundering, terrorist financing or breach of economic sanctions, or any other forms of illegality, malfeasance or dishonesty;
- a conflict of interest that has not been disclosed in accordance with the *Code of Conduct and Ethics*, a breach of confidentiality or fiduciary duty;
- workplace violence, sexual harassment, other forms of harassment and discrimination, insider trading or other misconduct or unethical behavior including any breach of the *Code of Conduct and Ethics*;
- a repeated or systematic failure to comply with any policy or a breach of policy that could create an enterprise risk or could impact the accuracy of the books and records, asset valuations, or financial reporting for OMERS, or that could, if disclosed publicly, be harmful to our reputation; or
- any other wrongdoing that could harm OMERS reputation or give rise to any litigation claims, criminal prosecutions, public inquiries, or regulatory investigations or proceedings.

## How do I report wrongdoing?

Actual or suspected wrongdoing may be reported directly to your manager, your HR Business Partner, or any member of the Oversight Committee (listed below).

You may also submit a report by using the Ethics Hot Line operated by ClearView, an independent third-party which provides a confidential communication channel for reporting your concerns. You may file a report through their website at [www.clearviewconnects.com](http://www.clearviewconnects.com), or by calling 1-866-696-6377. The Ethics Hot Line will accept reports that are anonymous.

There will be no adverse consequence for anyone who reports in good faith. However, any individual found responsible for making allegations maliciously or in bad faith may be subject to disciplinary action.

Any Employee involved in an investigation, whether as a complainant, a subject or a person interviewed, may wish to use the confidential counseling service that is available to all Employees through the Employee and Family Assistance Program.

## Who sits on the Oversight Committee?

The Oversight Committee consists of the Chief Risk Officer (Chair), the Chief Legal & Sustainability Officer, the Chief Human Resources Officer and the Senior Vice President, Global Head of Compliance and Associate General Counsel. The SVP, Legal & Corporate Secretary supports the Oversight Committee and the Global Head of Internal Audit acts as an observer.

## Who will investigate?

The Oversight Committee will oversee all reports of actual or suspected wrongdoing that is a serious matter, including the investigation of such reports received through the Ethics Hot Line and through other means.

All other reports will be investigated by Human Resources or by Compliance & Ethics, in the case of a regulatory matter, and such investigations will be reported to the Oversight Committee.

If a report relates to a member of the Oversight Committee, that person will not be involved in the assessment or investigation of the report. If a report relates to a C-Level Executive or a member of the AC Board, then such matters will be investigated by the Chair of the Audit & Actuarial Committee with the assistance of external counsel.

## Investigation Process

A person who is the subject of a report is presumed innocent until found otherwise through an independent investigation. The report will first be promptly assessed to determine the proper course of action, including the implementation of interim measures, the level of investigation appropriate in the circumstances, and any notification to affected parties.

All parties involved in an investigation are expected to co-operate and provide investigators with access to all relevant information.

Everyone conducting an investigation must be free from actual or perceived conflicts.

The investigation and reporting process will be conducted fairly. To the extent possible, the investigation and reporting process will be conducted in a confidential manner that protects the interests of OMERS, the person who submits the report, and the subject. Information about a report or incident will not be disclosed except to the extent necessary to protect impacted individuals, to investigate the complaint or incident, to take corrective action, or as otherwise permitted and/or required by law.

Decisions will be made in a timely manner, and the subject and person who submits the report will be advised of the results of the investigation, where appropriate. Any discipline and corrective action will be determined and implemented in a way that is balanced and appropriate.

## Exceptions

Any exceptions to this Policy must be approved by the Chair of the Oversight Committee, unless the report relates to a Director of AC or to a C-Level Executive, in which case approvals from the AC Board Chair or the Chair of the Audit & Actuarial Committee are required.

If the report relates to the AC Board Chair, the Chair of the Audit & Actuarial Committee, or a member of the Oversight Committee, that person will not participate in any decision to grant an exception.

The Policy Monitor will maintain a record of any exceptions in writing.

## Monitoring and Reporting

The Chair of the Oversight Committee, acting in consultation with its members, is responsible and accountable for implementing procedures for monitoring

compliance with the requirements of this Policy and for responding to incidents of non-compliance.

**Quarterly:** The Policy Monitor will provide reporting to the Audit & Actuarial Committee on matters subject to investigation by the Oversight Committee and any exceptions granted in accordance with this Policy.

**Documents related to this Policy**

For additional information on using the Ethics Hot Line, see the *Whistleblower Guideline*.

**ROLES & RESPONSIBILITIES**

Policy Approver	Audit & Actuarial Committee of the AC Board of Directors	Responsible for approving the Policy
Policy Sponsor	Chief Risk Officer	Ultimately accountable for the Policy, including its development, implementation and administration
Policy Manager	SVP, Legal & Corporate Secretary	Responsible for the design and operational effectiveness of the day-to-day administration of the Policy
Policy Monitor	Chair of the Oversight Committee of the Policy	Responsible for the monitoring, compliance and reporting functions of the Policy
Oversight Committee	Rodney Hill, Michael Kelly, Nancy Nazer and Christine Sharp. In addition, Brodie Swartz in a supporting role and Colin Shaw in an observer role.	