



# ACT WITH RESPECT.

At Circle K, we are committed to building a friendly and inclusive workplace where each team member is treated with care and respect.

If a team member is not living up to this commitment, or you have any work related concerns, please feel free to speak up. You will be listened to without fear of retaliation or negative consequences.

## Here are the steps to report your concerns:

1. Reach out to your supervisor.
2. If you are uncomfortable with your supervisor or feel that you are not being heard, contact your local HR representative.
3. If your issue is unresolved, call or report it on our ACT Hotline, where you have the option to remain anonymous.
4. If you have a complaint or concern in relation to any suspected fraudulent act, you can also go directly to the ACT Hotline to report it.

**Call the ACT Hotline at 1-833-434-0278 or to report your case log into [couchetard.ethicspoint.com](https://couchetard.ethicspoint.com).**

