

Greater Toronto Airports Authority (GTAA) C.A.R.E. Confidential Anonymous Reporting for Employees and Suppliers

**Unethical practices in the workplace are everyone's responsibility.
They do not stop on their own but need to be stopped.**

The ethics line can help.... It's time to C.A.R.E.

What is C.A.R.E.?

C.A.R.E. (Confidential Anonymous Reporting for Employees) is an anonymous reporting service that allows employees and suppliers to report unethical or illegal incidents back to the GTAA. In addition, based on how it is administered and coordinated, C.A.R.E. submissions will be reviewed confidentially and without any personal consequence.

Who administers C.A.R.E.?

Grant Thornton LLP, a leading Canadian accounting and advisory firm, has been administering the C.A.R.E. program on behalf of the GTAA since 2005. They provide an independent and confidential resource for all employees, contractors and suppliers to report suspected unethical or unacceptable behaviour.

What can I report to C.A.R.E.?

Call C.A.R.E. to report:

- [Asset misappropriation / theft](#)
- [Financial controls and audit matters](#)
- [Harassment](#)
- [Workplace violence](#)
- [Substance abuse](#)
- [Discrimination](#)
- [Health and safety, environment](#)
- [Conflict of interest](#)

What happens after I call C.A.R.E.?

While you can provide your name, the C.A.R.E. program is administered and co-ordinated to maintain your anonymity and your confidentiality, and yet provide accurate information to the right level governance at the GTAA.

GTAA's Internal Audit Department co-ordinates the C.A.R.E. program. It investigates Grant Thornton reports and advises the GTAA's Ethics Committee in a timely manner of the findings, and the need for further work.

How do I get in touch with C.A.R.E.?

Members of the C.A.R.E. team are available 24 hours a day, 365 days of the year to receive your phones calls at 1-888-747-7171 or your emails through a secure web transaction at www.GrantThorntonCARE.ca.