

# THE MAGNA HOTLINE



DRIVING EXCELLENCE.  
INSPIRING INNOVATION.

# WHAT HAPPENS WHEN YOU REPORT AN ETHICS CONCERN THROUGH THE MAGNA HOTLINE?

The Magna Hotline allows our employees and other stakeholders to confidentially report concerns about violations of Magna's Employee Charter and Code of Conduct and Ethics.

When you go to [www.magnahotline.com](http://www.magnahotline.com) you will see two options:

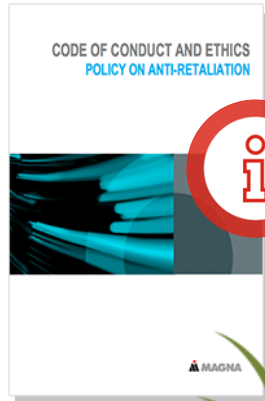


CODE OF CONDUCT & ETHICS

EMPLOYEE CHARTER

Follow this presentation to find out what happens when you report an ethics concern.





Ed worries that his boss may not like him drawing negative attention to their department. However, he understands that Magna's Anti-Retaliation Policy will protect him, since his report is based on real facts and is being made honestly, with good intentions.



## TO CALL OR NOT TO CALL?

This is Ed Employee. He just overheard his colleague talking to their Division's environmental consultant and telling him to pay "whatever it takes" to get their pollution permit renewed, or else the plant would be shut down. Ed is pretty confident that his colleague may be violating Magna's Code of Conduct and Ethics, but he is nervous about making a report.





[www.magnahotline.com](http://www.magnahotline.com)  
File a Report – Online  
File a Report – by Phone

## REPORTING A CONCERN

Ed Employee visits the Magna Hotline page at [www.magnahotline.com](http://www.magnahotline.com) and sees that there are two ways to make a report: either by completing an online form; or by telephone. He obtains the toll-free number for his region and calls the Magna Hotline to discuss his concerns.



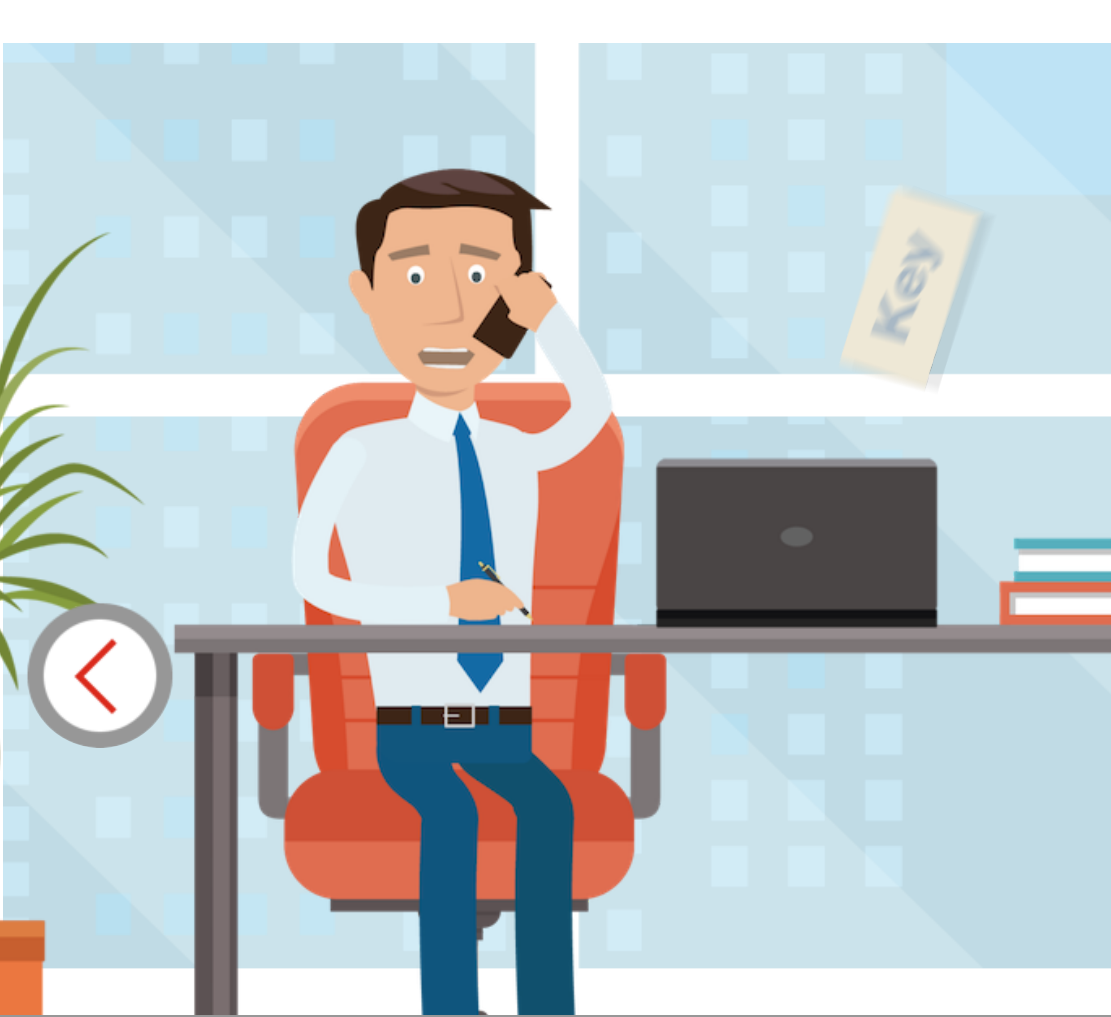
Whether or not Ed identified himself or reported his concern anonymously, using the report key Ed is able to return to the independent third party portal and monitor the progress of his report.

## TWO WAYS TO REPORT A CONCERN

(1) Identified Reporter – Ed provides his personal contact details. In this case, Ed may be contacted directly by telephone or email for follow-up information. (2) Anonymous Reporter\* – Ed prefers to remain anonymous. In this case, he will only be contacted through the independent third party portal. To see if there are any follow-up questions, he will need to use his unique report key. Cases reported by identified reporters have a higher substantiation and completion rate than anonymous cases.

\* Except in countries where anonymous reporting is not permissible by law

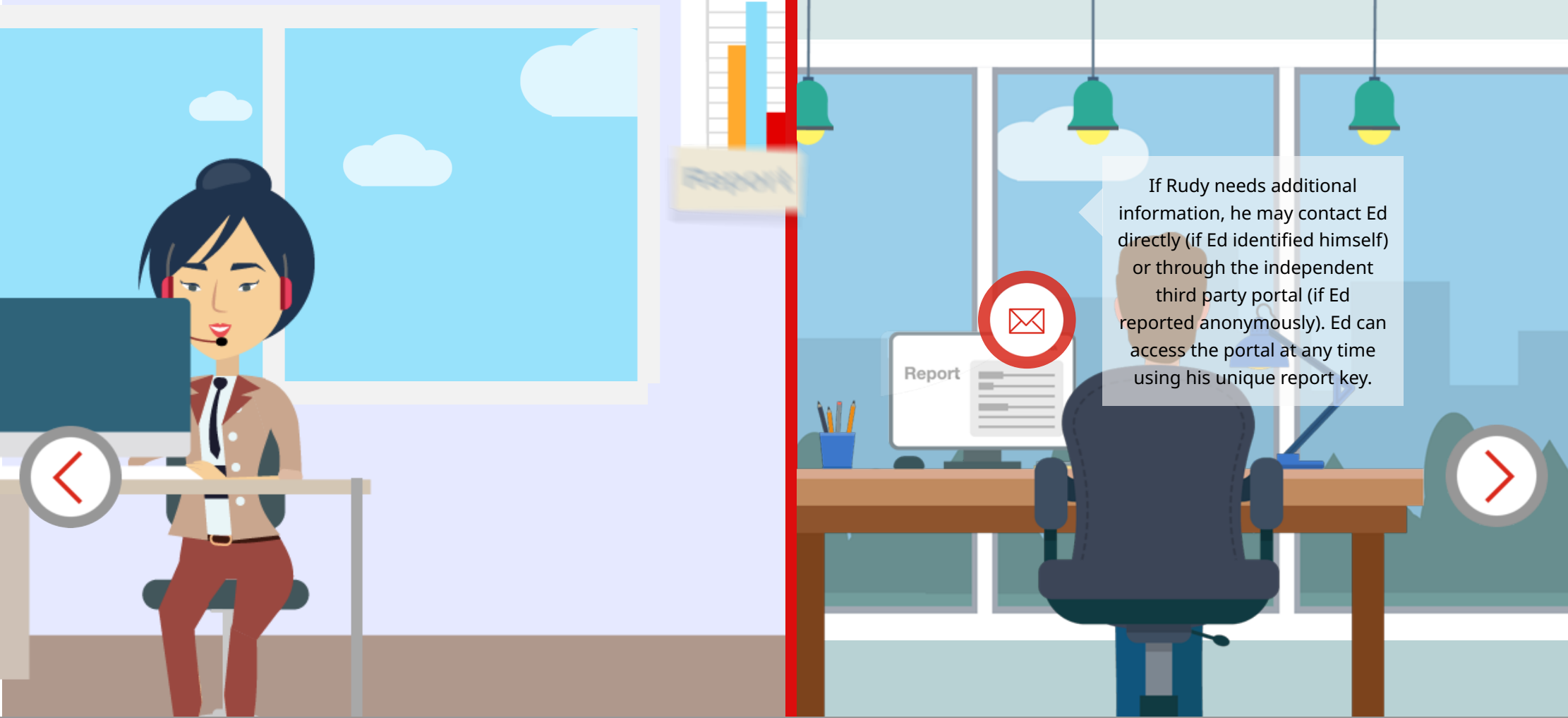




## INDEPENDENT THIRD PARTY

Nelly Navex is an operator who works for the independent third party who handles all reports made to the Magna Hotline. Nelly and her colleagues are available 24-7 and together speak more than 20 languages. Ed speaks with Nelly Navex about his concerns. At the end of the call, Nelly provides Ed with a unique report key and password.





If Rudy needs additional information, he may contact Ed directly (if Ed identified himself) or through the independent third party portal (if Ed reported anonymously). Ed can access the portal at any time using his unique report key.

## MAGNA HOTLINE REVIEWER

Nelly Navex prepares a written report and sends it to Rudy Reviewer, a senior Magna employee from Internal Audit or Legal. Rudy Reviewer reviews the report and determines whether or not it contains sufficient information to warrant an official investigation.



**Magna  
Corporate  
Security**



**Magna  
Internal  
Audit**



**Magna  
Corporate  
Legal**



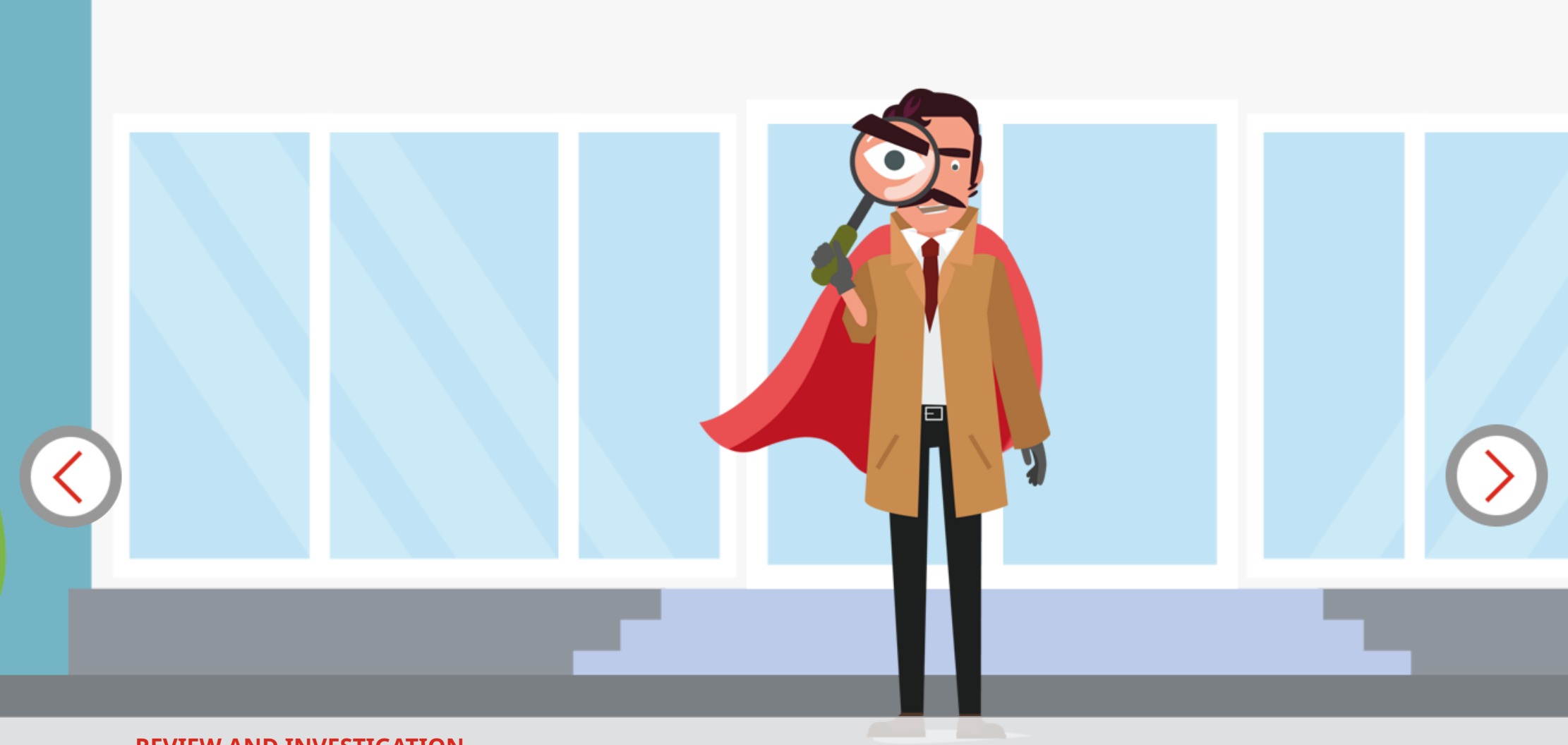
**Group  
Legal**

**CASE LEAD**

If there is enough information for an official investigation, Rudy Reviewer assigns the case to a member of Internal Audit, Corporate Security, Corporate Legal or Group Legal, who are experienced investigators.



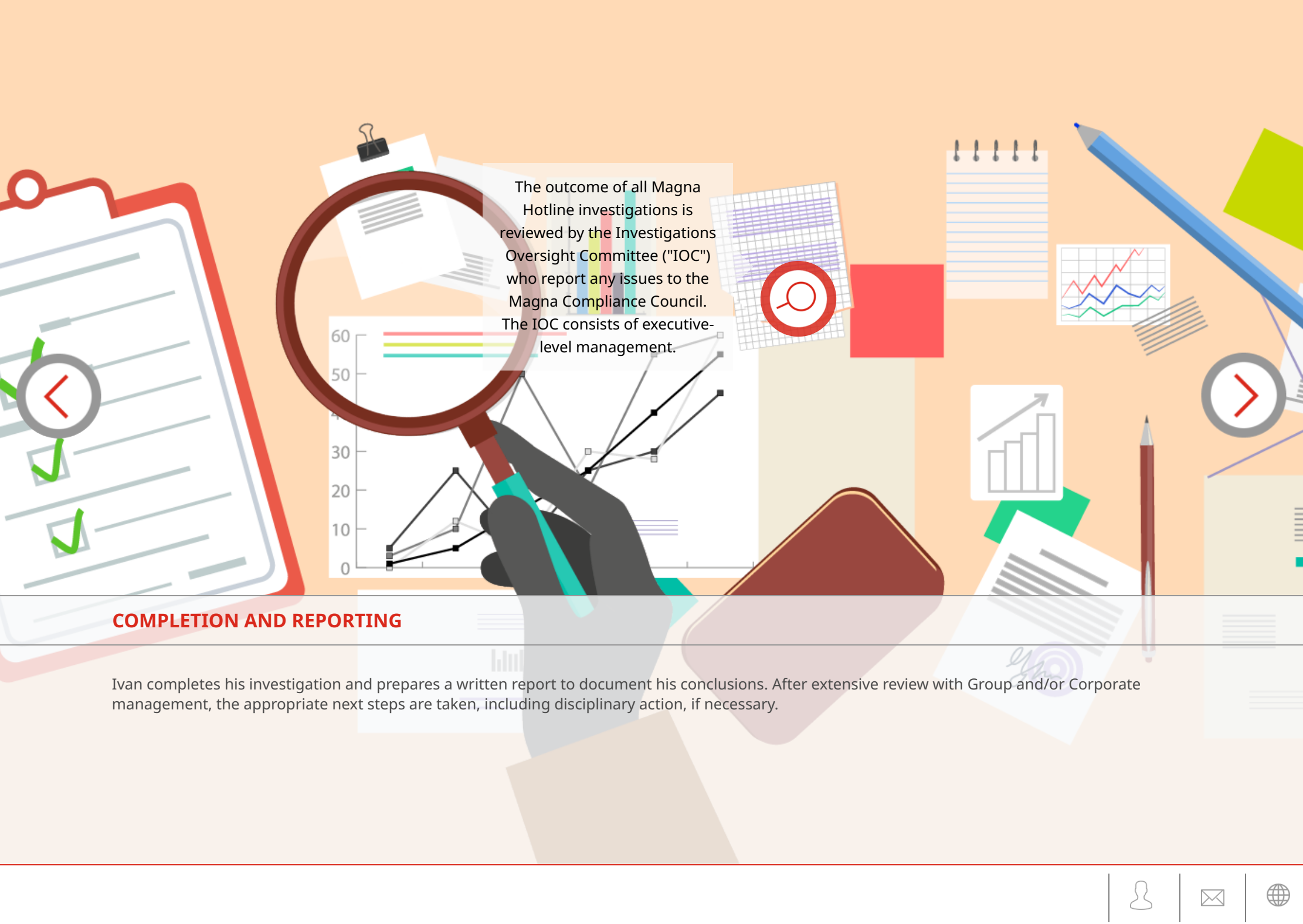




## REVIEW AND INVESTIGATION

Ivan Investigator is a member of Internal Audit who has had special training in investigations. Rudy Reviewer assigns Ed Employee's case to Ivan. Generally, most cases are investigated by Internal Audit or Corporate Security. Ivan will investigate Ed Employee's concern in a highly confidential and discreet manner.





The outcome of all Magna Hotline investigations is reviewed by the Investigations Oversight Committee ("IOC") who report any issues to the Magna Compliance Council. The IOC consists of executive-level management.

## COMPLETION AND REPORTING

Ivan completes his investigation and prepares a written report to document his conclusions. After extensive review with Group and/or Corporate management, the appropriate next steps are taken, including disciplinary action, if necessary.





## CLOSING THE CASE

Once the investigation is complete, Ed Employee will receive a note through the independent third party portal thanking him for speaking up and doing the right thing. Ed Employee is a real-life compilation of all our courageous employees from around the world who exemplify integrity and respect and Know it! Speak it! Live it! every day.

