

## Non-Punitive Reporting Policy

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The Calgary Airport Authority's objective is to cultivate and maintain a generative safety and security culture throughout YYC Calgary International Airport (YYC). This policy is in place to encourage the airport community to bring incident, accident and hazard concerns to the attention of the Authority without concern to be penalized or retaliated against.

We ask that the airport community accept the responsibility to communicate any information that may affect the integrity of airport operations. The airport community must be assured that this communication will never result in reprisal, thus allowing a timely, uninhibited flow of information to occur.

Exclusions from this policy:

- The incident is the result of willful, careless or negligent disregard for established processes, procedures or training.
- Criminal activity or criminal intent has been involved in the making or reporting an issue.
- The reporting is malicious, troublesome, frivolous or abusive.
- False, misleading or intentionally inaccurate information is provided.