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## NON-PUNITIVE DISCLOSURE & DISCREPANCY POLICY

**BACKGROUND INFORMATION:**

CAE is committed to achieving the highest level of safety by meeting or surpassing regulatory requirements, by auditing the safety implications of our activities, by identifying areas for improvement through incident reporting, investigation and risk assessment, and by encouraging the open and honest reporting of safety issues.

**POLICY:**

The primary purpose of the various reporting systems used by the company is to be in a position to continuously evaluate, and enhance, safety in our operational working environments. Our primary objective is to foster a climate in which there is an open, positive attitude towards criticisms, comments and feedback from all levels of the organization, and provide a mechanism for constant improvement – not punishment.

In an effort to create the safest environment possible, and create a non-recriminatory safety culture, each report will remain confidential. The Safety Officer and all management personnel will adhere to the confidentiality policy when dealing with safety issues.

Each student and staff member(s) has an obligation to our safety culture of reporting any observed hazards or occurrences that may affect safe operations. In order to encourage a healthy reporting culture in the company, there will generally be only four reasons to discipline any personnel.

They are:

- Willful negligence, or conduct malicious in nature;
- Willful attempt to conceal information or failure to make a mandatory report;
- Criminal intent;
- Use of illicit substances.

CAE Global Academy aircraft discrepancies shall be completely described in the various maintenance reporting systems. No dispatcher is to release an aircraft to flight operations personnel that have open maintenance discrepancies, and no pilot or instructor is to accept an aircraft with open discrepancies.

Persistent disregard by maintenance personnel to carefully evaluate open discrepancies will be elevated to local management or to the safety office, as appropriate.

**Persistent disregard to any requirements mentioned herein will not be tolerated.**

**EXCEPTIONS AND REVIEW:**

This policy shall be reviewed periodically by the Chief Safety Officer and the Vice President of Pilot Provisioning. In the presence of new safety data, this policy may be rescinded or revised by mutual agreement of the two aforementioned parties.

**SCOPE:**

CAE Global Academies