

disclosure as much as possible.

2. **Voluntary Disclosure:**  
Employees are never required to disclose personal information about their identity as part of any complaint or concern. If an employee chooses to disclose such information, they have the right to decide how much or how little of that information they wish to share. Their decision will be respected and upheld throughout the process.
3. **Sensitive Disclosure Requests:**  
Employees may request that specific details of their identity, or the nature of their complaint, not be shared beyond what is necessary to resolve the matter. SBS will honour these requests, and will disclose sensitive information only with the employee's consent, or in limited other circumstances where disclosure is absolutely necessary for the resolution of the issue.
4. **Record-Keeping and Information Sharing:**  
Any documentation or records relating to sensitive disclosures, including complaints that involve personal or identity-related information, will be securely stored in DocHub with only senior members of the People & Culture team having access. These records will only be shared with individuals who need to know in order to resolve the issue at hand, and such sharing will be carried out in accordance with company policies and legal requirements.

**What is unlawful discrimination?**

