![Fondaction logo]

Guide to attend and vote at the AGM

This year, you will be able to attend the AGM either in person or online using your computer, tablet or smartphone.

Depending on the device you are using (computer, tablet or smartphone), the layout may differ from how it is presented in this guide and the icons may be positioned differently.

Before the AGM

Make sure that the browser on your device is compatible and that you are using the most recent version of this browser. Chrome, Edge, Safari and Firefox are some of the browsers that are compatible. **Please do not use Internet Explorer.**

Information you will need to access the AGM online

- ## Control Number

  ### *Shareholders*
  Your control number consists of 13 digits and can be found on your form of proxy which you may access through your Fondaction online account at actionnaires.fondaction.com under tab "Account - Archived documents – 2023".

  ### *Proxyholders*
  If you have been appointed by a shareholder and you are a Fondaction shareholder, please refer to the section above ("*Shareholders*").

  If you have been appointed by a shareholder and you are not a Fondaction shareholder, you or the shareholder who appointed you must therefore either:

  - complete the electronic form available at https://www.tsxtrust.com/control
    OR
  - contact TSX Trust Company at 1 866 822-1237 (toll free in Canada and the United States) or at 514 285-8807 (other countries)

  no later than 5:00 p.m. on Wednesday, September 13, 2023 so that TSX Trust Company may provide you with a control number by email. This control number will enable you to log in to and vote at the AGM. **Without a control number, you will only be able to log in to the AGM as a guest and will be unable to vote.**

- **Password**: fondaction2023

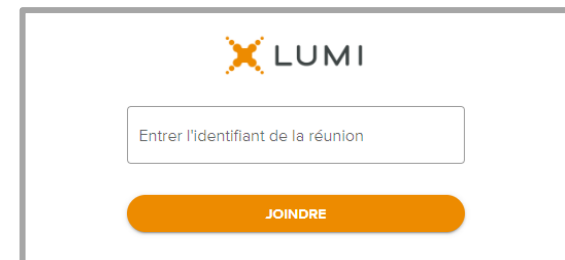 The password is the same for everyone. Please pay special attention to the case (all lowercase).

On the day of the AGM

Accessing the LUMI platform

1. Using your smartphone, tablet or computer, go to **https://web.lumiagm.com/422471402**. The platform will be accessible as of 8:30 a.m. on Saturday, September 16, 2023.

If you are not able to access the platform using the above link, you can try the following steps:

1. Go to https://web.lumiagm.com

2. Enter 422-471-402 where it says "Entrer l'identifiant de la réunion" and click on "Joindre".

Attending the AGM as a shareholder or proxyholder

1. Select "J'ai un numéro de contrôle" and click on "Continuer".

2. Then enter your 13-digit control number and the password ("**fondaction2023**") and click on "Se connecter".

Attending the AGM as a guest

1. Select "Je suis invité" and click on "Continuer".

2. Complete the fields "Prénom", "Nom" and "Courriel", then click on "Continuer".

## Layout of the home page

Once you have logged in successfully, you will be redirected to the home page.

Here is a brief overview of some of the icons. The icons are positioned in different locations depending on the device being used.

🏠 **ACCUEIL** This icon enables you to display the AGM information.

💬 **MESSAGES** This icon enables you to ask questions and propose or second a motion.

📊 **VOTES** This icon enables you to vote. It will only be visible when the Chair will have opened the vote(s).
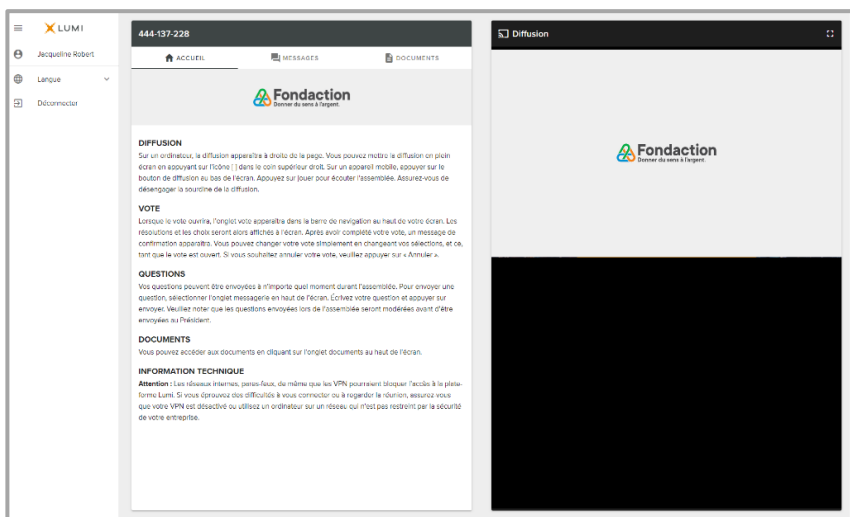
Accessing the AGM documents

1. Click on the "Documents" icon. 📄 DOCUMENTS
2. In the "Documents" section, you will find the agenda, the minutes from the 2022 AGM and the candidate profiles for election to director positions Nos. 8 and 11. Click on the document you wish to view. It will open in a new tab in your web browser.

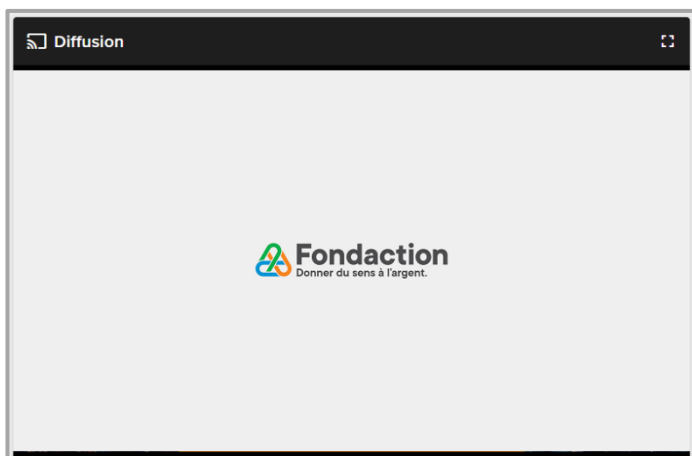You can view the Annual Report (in French) on Fondaction's web page: https://www.fondaction.com/rapports.php.
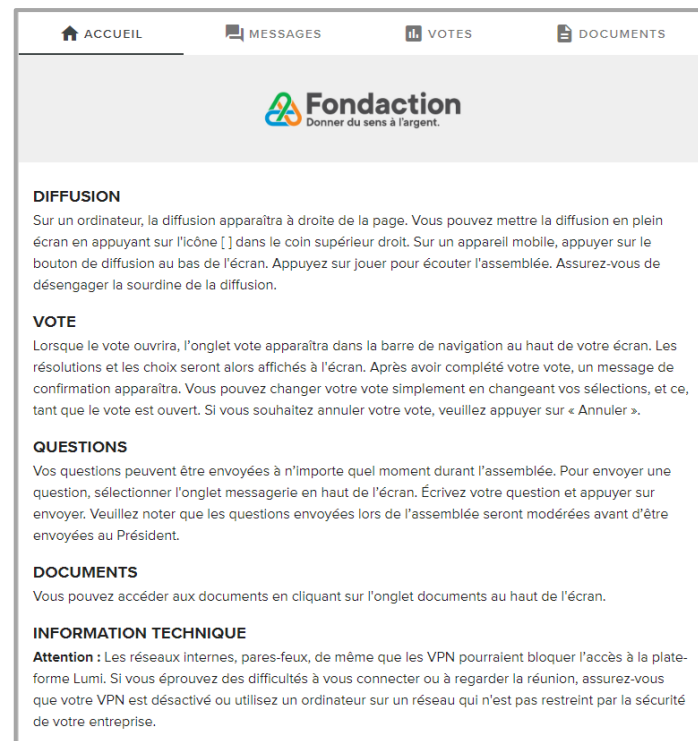
Watching the live webcast

On a computer

If you wish to watch the live webcast, click on the "Diffusion" icon . Remember to turn on the sound on your computer.
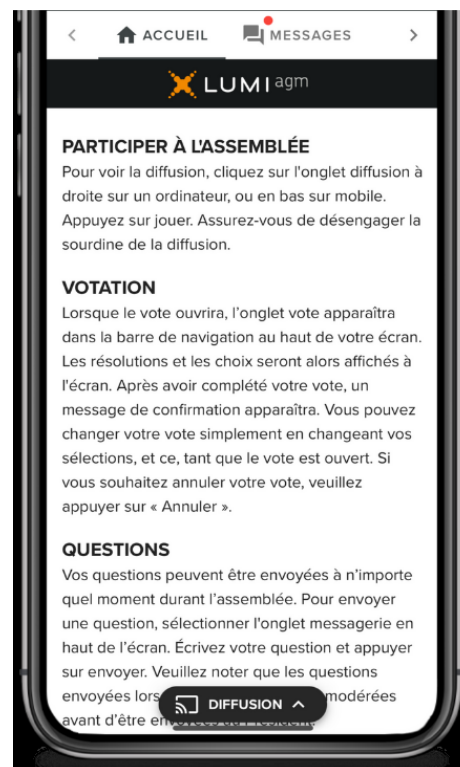
To watch the live webcast in full screen, click on .

Watching the live webcast (cont.)

On a smartphone or tablet

1. Click on the "Diffusion" icon at the bottom of the screen. Remember to turn on the sound on your smartphone or tablet.

2. If the live webcast does not appear on your screen, click on the arrow at the bottom of your screen.
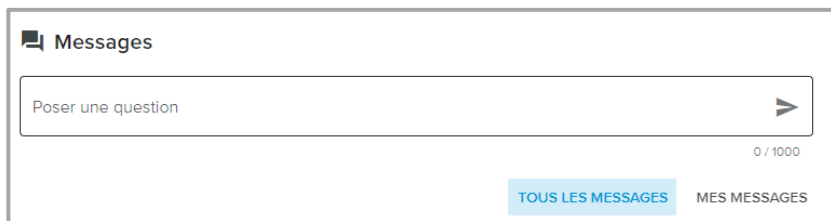
Asking questions

Only shareholders and proxyholders can ask questions by following the steps below. Questions can be submitted at any time during the AGM until the Chair closes the AGM. You don't have to write your name when asking a question. We will have access to this information. This year, you will have the choice to ask your questions by using the chat box or verbally.
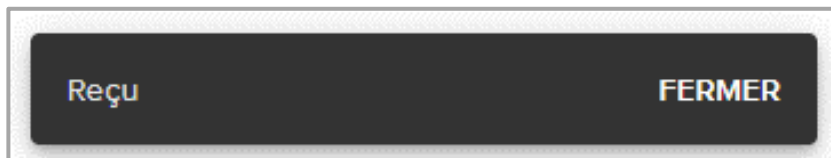
Asking questions using the chat box

1. Click on the "Messages" icon. MESSAGES

2. Type your question in the text box at the bottom of the page.

3. Then click on the send button . After you have sent the question, a confirmation message will appear for 5 seconds and then disappear.

Sending a question

Confirmation message

Asking questions verbally

1. Click on the "Messages" icon. MESSAGES

2. Type your question followed by your phone number in the text box at the bottom of the page.
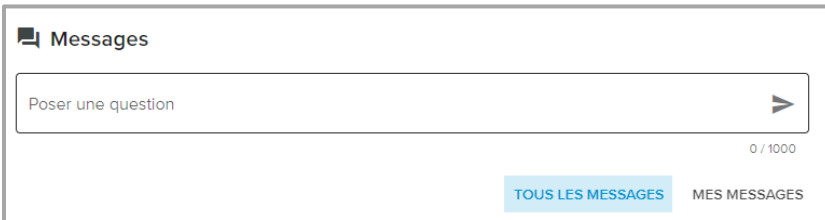
3. Then click on the send button . After you have sent the message, a confirmation message will appear for 5 seconds and then disappear.
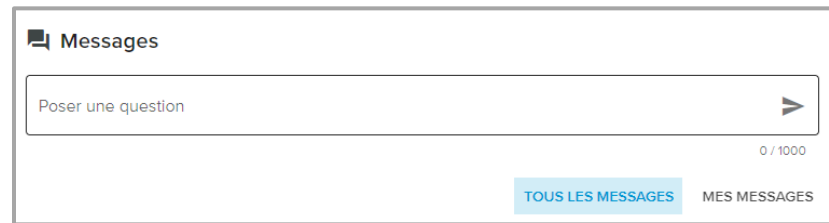
4. Lumi will contact you during the question period at the phone number given previously. Please mute the AGM broadcast in order to avoid any delay or sound return. You will be able to follow the Meeting from your phone.

When it will be your turn to ask your question, your microphone will be opened by Lumi.

Proposing or seconding a motion

1. To propose or second a motion, click on the "Messages" icon. 💬 MESSAGES

2. Type "I propose" or "I second" in the "Ask a question" box at the bottom of the page. You don't have to write your name. The Chair of the Meeting will have access to this information.

3. Then click on the send button ➤ . After you have sent your message, a confirmation will appear for 5 seconds.
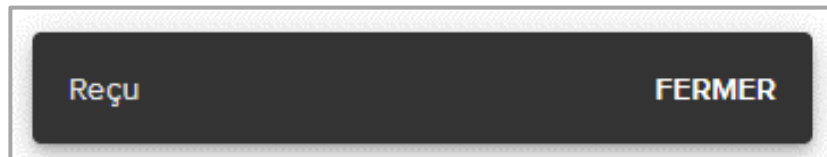
Proposing or seconding a motion

💬 Messages

Poser une question	➤
	0 / 1000
	TOUS LES MESSAGES MES MESSAGES

Confirmation message

Reçu   FERMER

Voting

Only shareholders and proxyholders can vote. If you are logged in as a guest, you will not be able to vote.

1. When the Chair declares the vote open, the voting page will automatically appear. If this is not the case, click on the "Votes" icon. 📊 VOTES
2. To vote, click on one of the voting options.
3. A confirmation message will appear. No other action is then required.

📊 Vote ouvert

Nomination de l'auditeur indépendant

Sélectionner un choix

Pour	◯
Contre	◯
Abstention	◯

ANNULER

📊 Vote ouvert

Nomination de l'auditeur indépendant

Pour - Vote reçu

Pour	◉
Contre	◯
Abstention	◯

ANNULER

Voting (cont.)

Please note that you can change your vote as long as the vote is open. To change your vote, simply make another selection. It is also possible to cancel your vote by clicking on the "Annuler" button.

On some devices, to be able to vote, you have to minimize the broadcast window with the arrow ⌄ at the bottom of the screen. You will still be able to continue listening to the Meeting. To go back to the broadcast window, click on the arrow again after voting.

Leaving the AGM

To leave the AGM, click on ≡ at the top-left corner of the page and click on ↗ Déconnecter .