

How to attend the virtual AGM and exercise my right to vote

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 Meeting

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Before the Meeting

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

Information you will need to access the online Meeting

- **Control number**

Shareholders

Your control number consists of 13 digits and can be found on your proxy form. Your form is available in your shareholder portal, which you can log into by clicking on the following address:

<https://portail.fondaction.com/PortailApplicatif>

Mandatories

If you have been mandated by one or several shareholders and you are a Fondation shareholder, please refer to the section above ("Shareholders").

If you have been mandated by one or several shareholders and you are not a Fondation shareholder, you can get your control number by contacting AST at 1 866 822-1237 (toll free in Canada and the US) or at 1 514 285-8807 (from other countries) before 5:00 p.m. on Wednesday, September 16, 2020. You will receive the control number by email or by phone. A mandatory that is not registered with AST will not receive the control number needed to take

part in the virtual Meeting as a mandatory and will therefore not be able to vote.

Information you will need to access the online Meeting (next)

- **Password:** fondaction2020

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

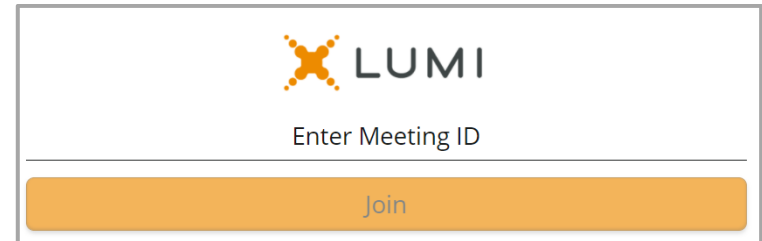
Fondaction's Annual General Meeting

Accessing the LUMI platform

1. Using your smartphone, tablet or computer, go to <https://web.lumiagm.com/451928749>. The platform will be accessible as of 8:30 a.m. on September 19, 2020.

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 451-928-749 where it says "Enter Meeting ID" and click on "Join".



The screenshot shows a web interface for the LUMI platform. At the top center is the LUMI logo, which consists of an orange 'X' shape made of dots followed by the word 'LUMI' in a bold, sans-serif font. Below the logo is a text input field with the placeholder text 'Enter Meeting ID'. At the bottom of the interface is a large, rounded orange button with the word 'Join' in white text.

Attending the AGM as a shareholder or mandatory

1. Select “J’ai un # de contrôle”.

A screenshot of a mobile app interface. At the top left, there is a back arrow and the phone number 451-928-749. In the center, the LUMI logo is displayed. Below the logo, there are two buttons: an orange button labeled "J'ai un # de contrôle" and a grey button labeled "Je suis un invité".

2. Then enter your 13-digit control number and the password (“fondaction2020”) and click on “Soumettre”.

A screenshot of a mobile app interface for entering credentials. At the top left, there is a back arrow and the phone number 451-928-749. In the center, the LUMI logo is displayed with "agm" next to it. Below the logo, there are two input fields: "Numéro de contrôle" and "Mot de Passe", each with a small icon to its right. At the bottom, there is an orange button labeled "Soumettre".

Attending the AGM as a guest

1. Select “Je suis un invité”.

A screenshot of a mobile app interface. At the top left, there is a back arrow and the phone number 451-928-749. In the center, the LUMI logo is displayed. Below the logo, there are two buttons: an orange button labeled "J'ai un # de contrôle" and a grey button labeled "Je suis un invité".

2. Complete the fields “Prénom”, “Nom” and “Courriel”, then click on “Enter”.


A screenshot of a mobile app interface for guest registration. At the top left, there is a back arrow and the phone number 451-928-749. In the center, the LUMI logo is displayed. Below the logo, there are three input fields: "Prénom", "Nom", and "Courriel", each with a small icon to its right. At the bottom, there is an orange button labeled "Enter".


Layout of the home page

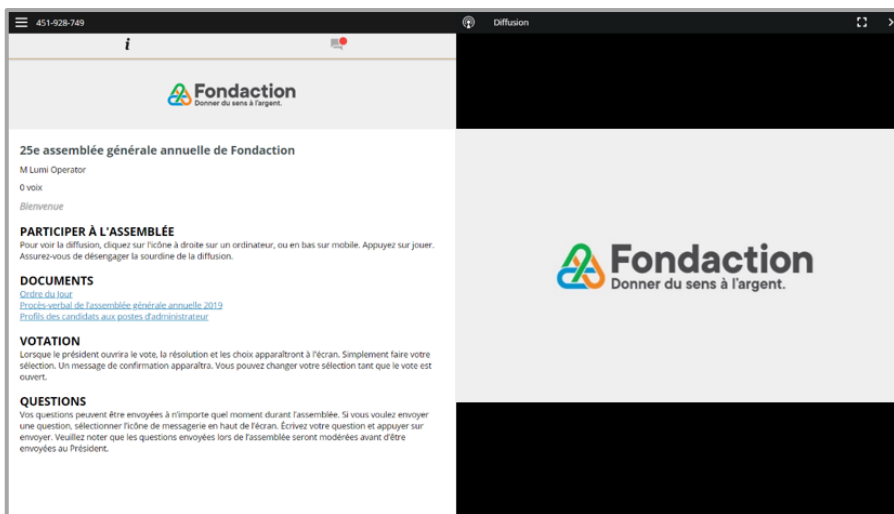
Once you have logged in successfully, you will be redirected to the home page.

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


 This icon enables you to display the Meeting information.

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

 This icon enables you to vote. This icon will only be visible when the Chair will have opened the vote(s).

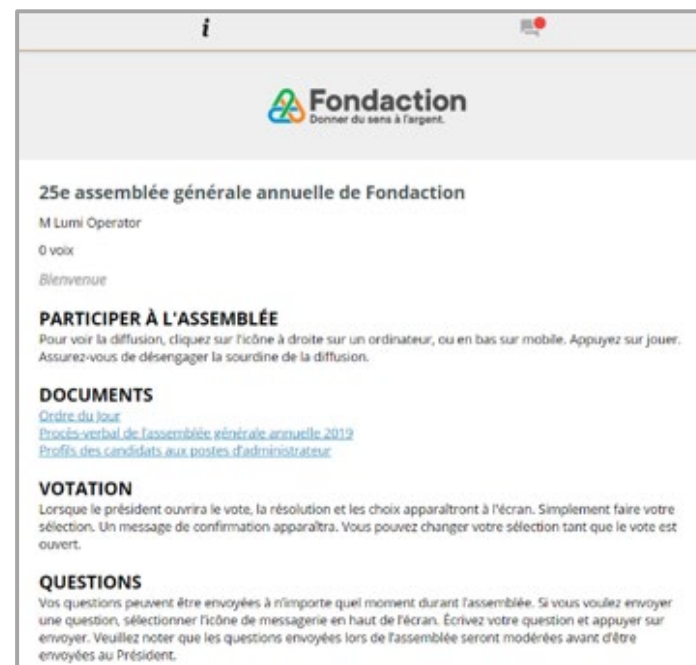


Accessing the Meeting documents

1. Click on .
2. In the "Documents" section, you will find the Meeting agenda, the minutes from the 2019 Annual General Meeting and the candidate profiles. Click on the document you wish to view. It will open in a new tab in your web browser.


You can view the other documents, like the Annual Report (in French) and the Sustainable Development Report (in French), on Fondation's web page:



<https://www.fondation.com/rapports.php>.



Watching the webcast

On a computer



If you wish to watch the webcast, click on the broadcast icon . Remember to turn on the sound on your computer.

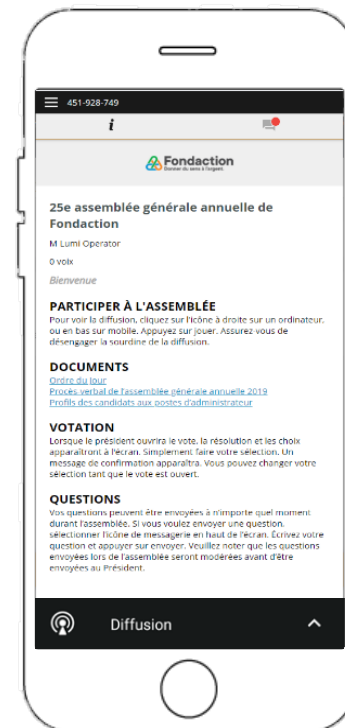
- To watch the webcast in full screen, click on .
- To hide the webcast, click on . You will still be able to listen to the Meeting even though your webcast is hidden.



Watching the webcast (next)



On a smartphone or tablet

1. Click on the broadcast icon  **Diffusion** at the bottom of the screen. Remember to turn on the sound on your smartphone or tablet.
2. If the webcast does not appear on your screen, click on the arrow  at the bottom of your screen.



Asking questions

Shareholders, mandatories and guests can ask questions by following the steps below. Questions can be submitted at any time during the Meeting until the Chair closes the Meeting. You don't have to write your name when asking a question. We will have access to this information.

1. Click on .
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



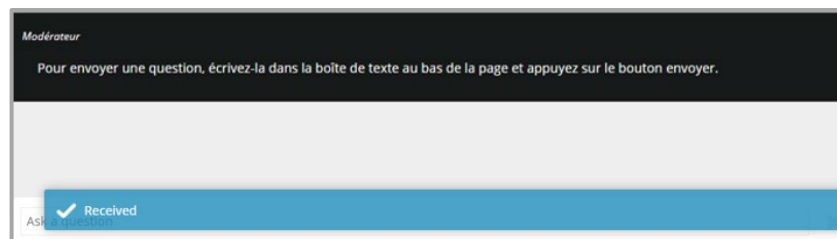
Proposing or seconding a motion

1. To propose or second a motion, click on .
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




Confirmation message

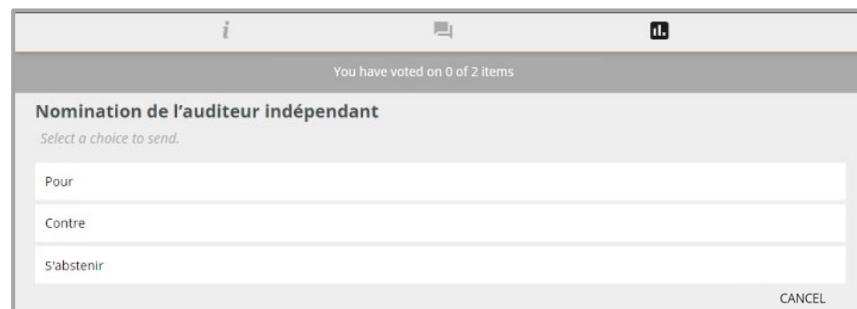


Voting

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

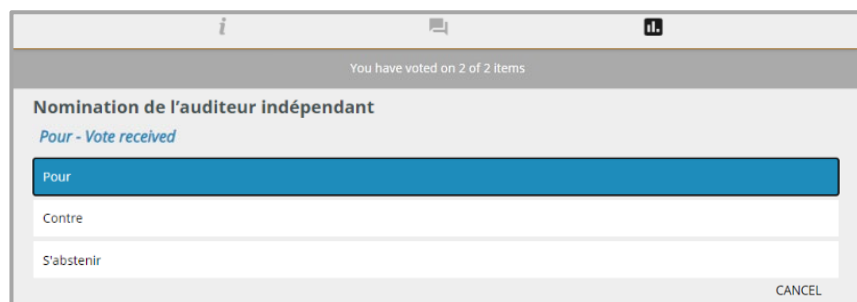
1. When the Chair declares the vote open, the voting page will automatically appear. If this is not the case, click on the voting icon .
2. To vote, click on one of the voting options.
3. A confirmation message will appear. No other action is then required.

Before you make your selection



The screenshot shows a mobile application interface for voting. At the top, there is a navigation bar with three icons: a person, a speech bubble, and a document. Below the navigation bar, a status bar indicates "You have voted on 0 of 2 items". The main content area is titled "Nomination de l'auditeur indépendant" and includes the instruction "Select a choice to send.". There are three radio button options: "Pour", "Contre", and "S'abstenir". A "CANCEL" button is located at the bottom right of the form.


After you make your selection





The screenshot shows the same voting interface as above, but now the "Pour" option is selected, indicated by a blue bar. The status bar at the top now indicates "You have voted on 2 of 2 items". The text "Pour - Vote received" is displayed in blue. The "CANCEL" button remains at the bottom right.

Voting (next)

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 "Cancel" 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 meeting

To leave the meeting, click on  at the top-left corner of the page and click on  Log out.