

Your role on the team is simple:
Speak up if you know of or suspect
any unethical behavior.

Only by working together as a team to
protect our values can we build a
successful organization. Your role on
the team is simple: speak up if you know
of or suspect any unethical behavior.
Our role is to listen and to act to correct
the situations you bring to light. Contact
us by:

Logging on to AlertLine:
www.corporation.com/helpline
or by calling: 800-000-0000

Confidential, Easy-to-use
and Always Available



Together, we can protect our values.

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There is a reason why teams are stronger than individuals...

Together, people can accomplish remarkable things. Take for example the goal that we often refer to as “success.” Our reputation as an honest, fair and respectful company is crucial to our success, and it can only be assured by individuals like you, who place personal integrity high on their list of priorities. Only by working together as a team to protect our values can we build a successful organization. Your role on the team is simple: always strive to do the right thing in every situation, and speak up if you know of or suspect any unethical behavior. Our role is to listen and to act to correct the situations you bring to light.

Your immediate supervisor is a large part of the team. Part of his or her role is to maintain an open door, and he or she is often the best and safest option for discussing concerns of an ethical nature. If, however, you have tried your immediate supervisor or, if you believe that opening his or her door might be inappropriate in this case, you can report ethical misconduct or simply get more information by logging on to or by calling our Reporting System.

The Reporting System is confidential and easy to use. The System is operated by Global Compliance, a third-party provider, which specializes in this type of service. To report issues via the Internet, you simply log on to the website and fill in important information fields regarding the nature of your question or report. If you opt to call instead, dial the AlertLine number to speak with a live operator, who will ask those important questions. Calls are toll-free and both methods are available 24 hours a day, seven days a week. Regardless which method you choose, the system will prepare a report and forward it on to the

appropriate person in our organization for review and, if necessary, investigation.

You may provide your name and contact information if you wish, but in most cases it is not necessary. Instead of identifying you by name, the system will assign you a report number, a PIN and a contact date. If you think of something else or additional events occur after you've completed your initial report, you can call or log back in with your report number and PIN. If we need additional information from you to resolve your report, the system will ask for it then.

Contact us at any time to speak up about such issues as:

- Theft, fraud or any other form of dishonesty
- Harassment or discrimination
- Accounting or financial irregularities
- On-the-job drug or alcohol abuse
- Violence or threatening behavior
- Violations of laws, regulations, policies or procedures

However, please note that the Reporting System is not a substitute for communication between you and your supervisor and operators will not be able to answer questions directly. If you have questions, concerns or suggestions about normal operating procedures, please raise them directly to him or her.

Your immediate supervisor is often the best and safest option for discussing concerns of an ethical nature.