

Calls are toll-free and both methods are available 24 hours a day, seven days a week.

When it comes to integrity and ethics, we ask a lot of our employees and associates, and we know that sometimes doing the right thing can seem awkward or difficult. That's why, if you promise to communicate with us about any potential unethical behavior, we'll promise to provide safe, simple, effective means of doing so. Report any violations or get more information by:

Logging on to AlertLine:  
**[www.corporation.com/helpline](http://www.corporation.com/helpline)**  
or by calling: 800-000-0000

Confidential, Easy-to-use  
and Always Available



## Communication is a **Two-Way Street.**

Especially when it comes to  
our company's integrity

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

When it comes to integrity and ethics, we ask a lot of our employees and associates. We ask that you always endeavor to do the right thing, no matter what the circumstances are, and that you be willing to speak up if you believe that others in our company are not doing the right thing. However, we know that speaking up in the face of unethical activity can sometimes seem awkward or difficult. That's why, if you promise to communicate with us about any potential unethical behavior, we'll promise to provide you with safe, simple, effective means of doing so.

Your immediate supervisor is one such resource. 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.

Report or ask questions about any of the following or any other situation you believe might threaten our good reputation.

- Theft or Fraud
- Harassment or Discrimination
- Threats or Violence
- Substance Abuse
- Safety or Environmental Violations
- Conflicts of Interest
- Any other violation of our policies or procedures

Please note, however, that the Reporting System is not a substitute for meaningful communication between you and your supervisor, which must also be a two-way street. Therefore if you have questions, concerns or suggestions about normal operating procedures, please raise them directly to him or her.

The Reporting System is confidential and easy to use.