

**We need you to defend our values
by speaking up against those
who refuse to do the right thing.**

Even the strongest structure needs a foundation—ours is your integrity. We need you to defend our values by speaking up against those who refuse to do the right thing. If you know of or suspect any violations of our company's values, you can safely report any concerns or get more information by:

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

Confidential, Easy-to-use
and Always Available



How Solid is Your Integrity?

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Nothing is as solid as the integrity of our employees. It's a good thing, too, because that integrity is the foundation upon which our entire reputation is based. When we act fairly, honestly and with respect at all times, our customers, suppliers, co-workers, stakeholders – and even our competitors – view us as an ethical company. This enhances our reputation and makes people and other companies want to do business with us. However, the opposite can also be true. If we act dishonestly, unfairly and disrespectfully, our reputation suffers and so does our ability to win new business.

We need you to display your integrity at every opportunity. Sometimes, this is easy. Sometimes, it may be confusing or complicated, but you always have help. Part of your immediate supervisor's role is to maintain an open door. He or she is often the best option for discussing concerns of an ethical nature. If, however, you have already tried your immediate supervisor and don't feel the situation is resolved, or if you believe that opening his or her door might be inappropriate in this case, you have another option. You can report any violation of our company's values or simply get more information by contacting the 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 the Reporting System to report or ask questions about any of the following or any other situation you believe might threaten our good reputation.

- On-the-job drug or alcohol abuse
- Harassment or discrimination
- Theft or property damage
- Poor workmanship or inappropriate "shortcuts"
- Health, safety and environmental issues
- Violations of company policies or procedures
- Any other violations of applicable laws and regulations

However, please note that the 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.