

Sometimes, the right thing to do isn't always clear. In those situations, focus on your integrity.

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Logging on to AlertLine:

www.corporation.com/helpline

or by calling: 800-000-0000

Confidential, Easy-to-use
and Always Available



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It's easy to see how the integrity of an organization affects its reputation and success. When we display our integrity, customers, suppliers, stakeholders and even competitors view us as honest and fair. Our reputation grows in positive ways. But sometimes, acting with integrity isn't so simple, and the right thing to do isn't clear. Sorting through the many laws and regulations that apply to us, as well as our own internal policies and procedures, may seem complicated.

But acting with integrity shouldn't be complicated. If you have questions about the right thing to do, or concerns that another person may not be acting with our reputation in mind, you have a responsibility to speak up – and a right to safe methods of doing so. Your immediate supervisor is one resource. He or she is often the best 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 the following or any other situation you believe might threaten our good reputation:

- Medicare/Medicaid fraud and abuse
- HIPAA violations
- On-the-job drug or alcohol abuse
- Harassment or discrimination
- Theft and fraud
- Health, safety, and environmental issues
- Violations of company policies
- Any other violations of applicable laws and regulations

However, please note that there is no substitute for healthy 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.

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