

You may provide your name and contact information if you wish, but in most cases it is not necessary.

Doing the right thing means acting with honesty and integrity at all times and speaking up when you think someone else is acting unethically. And now, doing the right thing is easier than ever. To speak up about ethical concerns or improper conduct, simply visit our website designed specifically for reporting such issues.

Log on to AlertLine:  
[www.corporation.com/helpline](http://www.corporation.com/helpline)

Confidential, Easy-to-use  
and Always Available



# Do the Right Thing. It's Easy.

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As a company that operates with integrity, we expect you to uphold our values. Doing the right thing means acting with honesty and integrity and speaking up when you think someone else is acting unethically. You can control your integrity, defend our core values, and do the right thing.

One way to act with integrity is to speak up and talk with your supervisor about your concerns. He or she always has an open door for you. 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 logging on to the Reporting System.

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.

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, you simply log on to the website and fill in important information fields regarding the nature of your question or report. The system

will take the information you provide and prepare a report about the incident or question you raised. That report will be forwarded 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 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.

Log on to report or ask questions about any of the following or any other situation you believe might threaten the integrity of our company.

- 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

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