

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

To build a reputation as a company people want to do business with, you need several tools. One of these is a way for employees to put their integrity into action and report ethical concerns or violations of our company values. Contact us by:

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

Confidential, Easy-to-use
and Always Available



The Right Tool for the Job

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Confidential, Easy-to-use and Always Available



Integrity is what shows people that we are honest, fair and respectful.

To build a reputation as a company people want to do business with, you need several tools. You need integrity first, because integrity is what shows people that we are honest, fair and respectful. Also, you need ways for employees to put their integrity into action. We'd like to give you just such a tool. Now there is a way to report ethical concerns or violations of our company values, such as:

- 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

Of course, if you need to report any violations, your first option is always to speak with your immediate supervisor. Part of his or her job is to keep an open door, so you feel comfortable bringing your concerns forward. If, however, you have tried your supervisor or if you believe that speaking with him or her might not be the best course of action, you have another option. You can report ethical concerns 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.

Though the System is available whenever you wish to report or ask about unethical behavior, it is not a 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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