



# CTRL your integrity

Doing the right thing means acting with honesty and integrity at all times, and speaking up when you think someone else is acting unethically. You can control your integrity.

If you know of, or suspect any ethical concerns or improper conduct, it's easy to report. If you have a phone or a computer with internet access, please contact us to safely report any violations or get additional information.



## Mobile:

[customermobile.ethicspoint.com](https://customermobile.ethicspoint.com)

## Online:

[customer.ethicspoint.com](https://customer.ethicspoint.com)

## Phone:

888-888-8888

Confidential, Easy-to-Use and Always Available



You can control your integrity, defend our core values, and do the right thing.

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, contact the hotline, which is designed specifically for reporting such issues.



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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 contacting the Reporting System.

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 your supervisor.

The Reporting System is confidential and easy to use. The System is operated by a third-party provider which specializes in this type of service. To report via a mobile device, point the camera at the QR code or use the mobile web address. To report issues via the Internet, you simply go 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 hotline 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 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 key, password and a contact date. If you think of something else or additional events occur after you've completed your initial report, you can follow up with your report key and password. If we need additional information from you to resolve your report, the System will ask for it then.

Contact the Reporting System 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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# Wallet Card



**CTRL  
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## Speak Up.



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