

# From small gestures to big business, TRUST is fundamental. Work to keep it.



Ask questions... Make informed decisions

Types of issues to report:

- Discrimination or harassment
- Conflicts of interest
- Theft/fraud/bribery
- Environmental/safety
- Gifts/entertainment
- Accounting/financial
- Code violations
- Policy violations

Our Hotline allows employees to confidentially ask questions or report concerns without the fear of retaliation.



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

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

**Phone:**  
**888-888-8888**



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## From small gestures to big business...



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Work to keep it.

Concerns? Questions?  
The Hotline is available 24/7.



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## Upholding our values

We expect all employees to uphold our Values and Code of Conduct by doing the right thing and complying with company policies, applicable laws, rules and regulations of the places in which we operate worldwide.

**It isn't always simple.  
It isn't always clear.**

### Our responsibility:

- Ensure all individuals can freely ask questions
- Raise concerns without the fear of retaliation
- Address the issues raised

### Your responsibility:

- Ask questions first
- Use your resources to file a report
- Follow-up on reports and requests for guidance

## The Hotline process for reporting concerns

### Who to contact

- Your manager or supervisor
- Human resources
- Company compliance officer
- The Hotline

### What is it?

A third party provided, confidential reporting system established to receive your questions or reports of suspected wrongdoing.

### How?

- By mobile device:  
Scan QR code  
[customermobile.ethicspoint.com](http://customermobile.ethicspoint.com)
- By internet:  
[customer.ethicspoint.com](http://customer.ethicspoint.com)
- By phone:  
800-000-0000

### When?

- 24 hours/day - 7 days a week
- Toll free
- Calls are not recorded or traced

### What happens?

#### By phone:

- Follow the telephone prompts
- A communication specialist will ask a series of questions
- Receive report key and password for follow-up

#### By mobile device or internet:

- Follow the website prompts
- Respond to the on-line questions
- Receive report key and password for follow-up

### Feedback?

Follow-up using your report key and password.

# Wallet Card



From small gestures  
to big business,  
**TRUST** is fundamental.  
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## Speak Up.



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