



# Together.

Together...we can build a successful organization.  
Together...we can ensure an outstanding reputation.  
Together...we can protect our values.

Your role on our team is to speak up if you know of or suspect any unethical behavior. Our role is to listen. Report any violations or get more information by contacting the hotline.



**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

Your immediate supervisor is a large part of the team. Part of his or her role is to maintain an open door, and he or she is often the best option for discussing concerns of an ethical nature.

Only by working together as a team to protect our values can we build a successful organization. Your role on the team is simple: speak up if you know of or suspect any unethical behavior. Our role is to listen and to act to correct the situations you bring to light. Contact us via the hotline.



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our values.



## There is a reason why teams are stronger than individuals...

Together, people can accomplish remarkable things. Take for example the goal that we often refer to as "success." Our reputation as an honest, fair and respectful company is crucial to our success, and it can only be assured by individuals like you, who place personal integrity high on their list of priorities. Only by working together as a team to protect our values can we build a successful organization. Your role on the team is simple: always strive to do the right thing in every situation, and speak up if you know of or suspect any unethical behavior. Our role is to listen and to act to correct the situations you bring to light.

Your immediate supervisor is a large part of the team. Part of his or her role is to maintain an open door, and 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 contacting the hotline.

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 us at any time to speak up about such issues as:

- 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

Please note that the Reporting System is not a substitute for 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.

**Always strive to do the right thing in every situation, and speak up if you know of or suspect any unethical behavior.**

# Wallet Card

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we can protect our values.



# Speak Up.



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