

DOING WHAT'S RIGHT

SPEAK UP.

HOW WE DO BUSINESS IS AS IMPORTANT AS THE BUSINESS WE DO.

If you ever have a concern regarding unethical activity, don't keep it to yourself. Discuss it with the appropriate supervisor or manager.

If you prefer to remain anonymous, contact NAVEX.



Mobile:
customermobile.ethicspoint.com

Online:
customer.ethicspoint.com

Phone:
888-888-8888



NAVEX is an independent reporting service. When you contact them, you do not have to give your name. A customized Web form or professional interview specialist will document your concern and relay the information to our organization for follow-up.

Some Common Examples of Business Conduct Issues

- Conflicts of interest
- Accounting or auditing irregularities
- Theft or fraud
- Disclosure of proprietary information
- Misuse of assets
- Antitrust or competition violations
- Improper dealings with customers or vendors
- Use or sale of illegal drugs
- Creating or ignoring safety hazards



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Toll-free • 24 hours a day • 7 days a week



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Help Maintain
Our High
Standards



How Can I Help Maintain High Standards of Business Conduct?

Why is Ethical Business Conduct So Important?

High standards are more than a slogan or catch phrase – they represent the way we do business.

Maintaining high standards means conducting business ethically and legally. Adhering to these standards helps us protect the reputation for excellence and integrity that we've built as an organization.

Why Care About Business Issues?

Business conduct violations can result in serious consequences for individuals – even imprisonment under some circumstances. Organizations may also be financially penalized through lawsuits or claims, resulting in fines and/or restrictions placed on business activities. But most importantly, you should care because violations of business conduct make everyone a victim. The negative impact on you personally and professionally can be severe.

1. Think before you act.

Ask yourself:

- Is it illegal?
- Does it violate our organization's standards or policies?
- Could it cause loss or harm to you, your co-workers, the public, our organization or organizations that do business with us?
- Would you feel uncomfortable if everyone knew what you did?

If you answer “**yes**” to any of these questions, the action is very likely wrong, and you should avoid it.

If the answers aren't clear, don't take a chance. Consult our organization's policy or speak to management. When you think before you act and make the right decision, you uphold our high standards and set a good example for others to follow.

2. Speak Up!

Use peer influence.

If you see or suspect business conduct violations, don't ignore the situation. Say something to express your concern. Your influence could help prevent a friend from making a big mistake.

Discuss it.

If the situation doesn't improve and peer influence isn't appropriate, don't ignore it. Ignoring business conduct violations only allows the problem to grow more costly and frustrating.

If you have a concern or question regarding business conduct issues, discuss it with the appropriate supervisor or manager.

How Does It Work?

NAVEX is an independent reporting service that allows you to communicate your concerns anonymously and confidentially via Internet or telephone anytime, day or night.

Here's what happens:

1. You will be given the option to remain anonymous. A customized Web form or professional interview specialist will then document your concern in detail.
2. Your information will be relayed to our organization for appropriate follow-up.
3. You may be asked to check back to provide additional information or to answer questions our organization might have as we investigate your concern.
4. Reports submitted to NAVEX are handled promptly and discreetly. Retaliation against anyone who reports a concern is a violation of our organization's principles and will not be tolerated.

That's all it takes to speak up. In just a few minutes, you've done your part to make our organization a better place to work.

Wallet Card

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Speak Up

Discuss any concerns with the appropriate supervisor or manager.

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