



Integrity in Action

Holding Our Standards High

Speak Up.

If you ever have a concern about unethical, illegal or unsafe activity, don't keep it to yourself. Discuss it with a manager or supervisor. If you prefer to remain anonymous, contact NAVEX.



Mobile:

customermobile.ethicspoint.com

Online:

customer.ethicspoint.com

Phone:

888-888-8888



24 hours a day, 7 days a week.



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Learn to Recognize Harmful Activity

Some common examples include:

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



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An Ethical Workplace Begins with You

Our organization believes that our employees are our most valuable asset. You deserve to work in a positive, productive environment, but maintaining an ethical workplace requires that each of us makes a commitment to our organization's values and ethical standards. That means making integrity a priority in everything we do.

Why Should I Get Involved?

Unethical, illegal or unsafe activity can result in serious consequences including fines or lawsuits against our organization that could hurt our performance and our reputation. Ultimately, this hurts our employees. We are proud of the reputation we've built and count on our employees to do their part to protect it. With your help, we can uphold our organization's values and build on our success.

How to Put Integrity in Action

Think before you act.

Focus on making honest and ethical choices every day. If you ever have doubts about what to do in a certain situation, ask yourself:

- Is it illegal?
- Does it violate our organization's standards or our code of business conduct?
- 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 wrong and likely to lead to serious consequences for you and for our organization. If you're ever unsure of what to do, consult our organization's policy or speak to management. Remember, when you make the right decision, you uphold our high standards and set a good example for others to follow.

Do the Right Thing

If you see or suspect unethical, illegal or unsafe activity, don't ignore it – let us know. You could keep a potentially serious situation from harming our organization.

- Talk to your manager. He or she should be your first point of contact.
- If you don't feel comfortable speaking with a manager, you have another option. We have retained the services of NAVEX, an independent reporting service that allows you to communicate your concerns anonymously and confidentially anytime day or night.

When You Contact NAVEX

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. The information you provide 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 will be handled promptly and discreetly. Retaliation against anyone who reports a concern is a violation of our organization's principles and will not be tolerated.

Wallet Card



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**ACME
CORPORATION**

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