

MAKE  DIFFERENCE



# SPEAK UP



## PRESERVE OUR CULTURE OF INTEGRITY

If you ever have a concern about unethical, illegal or irresponsible activity, don't keep it to yourself. Discuss it with a manager or supervisor.

If you prefer to remain anonymous, contact NAVEX Global.

Report online:

<https://client.ethicspoint.com>

Call toll-free:

**800-000-0000**

24 hours a day, 7 days a week

NAVEX Global 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.

## Learn to Recognize Harmful Activity

Some common examples of unethical, illegal or irresponsible acts include:

- 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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You are the solution for  
maintaining a safe and  
secure workplace.

# Prevention Starts With You

Unethical, illegal or irresponsible acts can cause serious loss or harm to an organization, its people and its customers. This is why it's everyone's responsibility to help prevent these activities. You make a difference!



## “Those Are The Organization’s Problems – Why Should I Care?”

Losses due to unethical, illegal or irresponsible activities can affect all of us. We pay in many ways.

- Our personal safety and security can be jeopardized.
- Financial losses can mean fewer growth opportunities.
- In severe cases, jobs can be lost due to business failure.

### #1 Think!

Consider your own behavior first. If you have doubts about what to do in a certain situation, ask yourself:

- Is it illegal?
- Does it violate our organization’s standards or policies?
- Could it cause loss or harm to you, your coworkers, 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, don’t do it.

If the answers still aren’t clear, don’t take chances. Talk it over with a manager or supervisor. It could be one of the most important discussions you ever have.

### #2 Speak Up!

Unfortunately, people don’t always make the right decision. If you become aware of unethical, illegal or irresponsible activity, don’t ignore it.

- **Drop a hint.** Say something that expresses your awareness and concern. You can have a powerful influence on others. Reminding someone to think before acting may help prevent them from making a big mistake.
- **Discuss it.** If the situation doesn’t improve or “dropping a hint” is not appropriate, don’t keep it to yourself. Ignoring a problem only allows it to grow more costly and frustrating.

### How It Works

NAVEX Global 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 Global 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.

# Speak Up

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