How to File a Report

What to Report

Situations, events or actions by individuals or groups that you believe carry a negative impact on company or shareholder well-being or are detrimental to morale, productivity, or personal safety. Frivolous or unfounded reports do not help foster a positive workplace.

If you are uncertain if a situation violates company policy, is illegal or constitutes harassment or discrimination, please use the reporting system, or contact the Legal Department to obtain clarification. We would much rather have you ask than let potential problems go unchecked. *However, the KLA reporting system should not be used for immediate threats to life or property. These types of reports should be directed to KLA Global Security, local KLA security or your local authorities.*

How to File a Report

The KLA reporting system is designed to maintain your confidentiality and anonymity. The following step-by-step instructions will guide you through the processes available to submit a report:

Step 1: Access KLA's Reporting System:

Use any **one** of these three convenient channels of communication:

Company Intranet	Public Internet	Toll-Free Phone
Click on the link provided on the KLA Intranet site (KLA Connection). You will automatically be connected to KLA's secure landing page.	From any computer having Internet access (home, public library, neighbor, etc.), go to www.kla.ethicspoint.com and click on *"Make a Report"*	Call your EthicsPoint toll-free hotline at 1-888-278-3169. Outside the US, local tollfree numbers are available at the KLA reporting system site. An intake specialist will assist you with entering your report into the EthicsPoint system.

Step 2: Complete a Report:

Following the on-screen or intake specialist's instructions, please thoroughly complete a report.

1. Specify what kind of report you'd like to make from the available choices.

2. Please read or listen to the anonymity information very carefully. It helps ensure that you do not compromise your identity during the reporting process.

3. You will now complete the report, providing information about the incident, including:

      i. Who: persons engaged in the incident, including titles;

      ii. What: what specifically occurred;

      iii. Where: the location of the incident; and

    iv. When: the time and duration of the incident.

4. Next, you will be asked to create a password. The KLA reporting system will generate an identification code called a "Report Key." Write them both down and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.

Step 3: Follow-Up:

5-6 business days after you complete your report, please return to the KLA reporting system to see if the company has any follow-up questions or requests.

1. Reconnect with the KLA reporting system using any of the three channels of communication: **Company Intranet, Public Internet, or Toll-Free Phone.**

2. This time, click on (or ask to perform)" Follow-up an existing report."

3. Provide your Report Key and Password.

4. You can now elect to review report details, respond to questions, and add information.

  a. To review your report, just click "Review Report Details" or ask the intake specialist.

  b. You will be told if your company has entered questions about your report. Answer the questions verbally or by typing in the question boxes and click

    i. "Submit."

  c. You can add information to the report verbally or by using the "Submit New Information" box.

5. If you have agreed to participate in an Ethics Chat, click "Join a Chat" at the specified time. Type your comments into the field at the bottom of the window and click "Submit."

  a. *An Ethics Chat is a real-time communication between you and a company representative to clarify details and answer questions. Like the rest of the KLA reporting system, it is confidential and anonymous.*

6. You may return regularly to review your report, answer questions, and add information.