

## **EthicsLine Frequently Asked Questions**

Compliance Officer: 414-221-3055 or compliance-officer@wecenergygroup.com

EthicsLine: 888-536-1499 or <a href="https://www.wec.ethics.ethicspoint.com">www.wec.ethics.ethicspoint.com</a>, confidential, available 24 hours a

day, 7 days a week

#### 1.Q. What type of situations should I report?

**A.** You should report any violation of our Code of Business Conduct or any other concern you may have. Other concerns include situations, events, or actions by individuals or groups that you believe carry a negative impact on our Company or shareholder well-being or are detrimental to morale, productivity or personal safety. Remember that 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, use the EthicsLine to obtain clarification. We would rather have you ask than let potential problems go unchecked.

## **2.Q.** If I see a violation, shouldn't I just report it to my leader, Physical Security, or the Compliance Officer and let them deal with it?

**A.** Ideally, you should bring concerns forward to your leader or other member of management. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that we have EthicsLine. We would rather you report anonymously through EthicsLine than keep the information to yourself.

#### 3.Q. What is EthicsLine?

**A.** EthicsLine is a confidential method – via web portal or phone – for employees to report ethical concerns. EthicsLine is available 24 hours per day, 7 days per week. An independent company administers the line. Calls are handled promptly, professionally and with sensitivity. All calls are kept confidential, and you may choose to remain anonymous. Matters requiring investigation are immediately reported to the Compliance Officer.

### 4.Q. Why should I report what I know?

A. All unethical behavior, at any level, ultimately hurts our Company and all employees, including you. We all have the right to work in a positive environment and with that right comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting properly. By working together, we can maintain a healthy and productive environment. Misconduct can threaten the livelihood of an entire company.

### **5.Q.** Does management really want me to file a report?

**A.** We certainly do. In fact, we **need** you to. You know what is going on in our Company, both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can **minimize** the potential negative impact on our Company and employees. Also, offering input may help identify issues that can improve Company culture and performance.

### **6.Q.** Where do these reports go? Who can access them?

**A.** Reports are entered directly into the secure server that houses EthicsLine to prevent any possible breach in security. The reports are made available only to specific individuals within our Company who are charged with evaluating the reporting, based on the type of violation and location of the incident. The report recipients keep the information in the reports in the utmost confidence.

#### 7.Q. Isn't this system just an example of someone watching over me?

**A.** EthicsLine concentrates on being a positive aspect of our overall philosophy and allows us to assure a safe, secure, and ethical workplace. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today's workplace, and this is a great tool to enhance that communication.

We have carefully selected the best reporting tool to meet our compliance obligations while maintaining a positive reporting environment.

# **8.Q.** It is my understanding that any website I use from a Company computer generates a server log that shows I was on that site. Won't this log identify me as a report originator?

**A.** The IP address within the WEC Energy Group system is turned off for monitoring and does not appear on any server logs. EthicsLine **does not generate or maintain** any internal connection logs with IP addresses, so no information linking your PC to EthicsLine is available. In fact, the independent company that administers EthicsLine is contractually committed not to pursue a reporter's identity.

If you feel uncomfortable making a report at your work PC, you have the option of using a PC outside our work environment (e.g., one located at a library, at home, etc.) through the EthicsLine secure website.

# **9.Q.** I am concerned that the information I provide EthicsLine will ultimately reveal my identity. How can you assure me that will not happen?

**A.** EthicsLine is designed to protect your anonymity. However, if you wish to remain anonymous, you – as a reporting party – need to ensure the body of your report does not reveal your identity by accident. For example, "From my cube next to Jan Smith..." or "In my 33 years..."

# **10.Q.** What if I remember something important about the incident after I file the report? Or what if the Company has further questions for me concerning my report?

 $\bf A$ . When you file a report with EthicsLine, you receive a unique report key number and are asked to choose a password. **Save** the report key number and password as this is needed to check back on the report. The report key number and password will allow you to return to EthicsLine and access the original report to add more detail or answer questions posed by a Company representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in 1-2 business days to answer any Company questions.

### 11.Q. What should I do if I lose my report key number or password?

**A.** Because of the high level of confidentiality that is maintained for reports, if you lose your report key or password, you will be required to file a new report. You can mention in the new report that this matter relates to another report you supplied earlier.

### 12.Q. Are these follow-ups on reports as secure as the first one?

**A.** All EthicsLine correspondence is held in the same strict confidence as the initial report, continuing under the umbrella of anonymity.

### 13.Q. After filing a report, how does our Company investigate the concerns reported?

**A.** The independent company that administers EthicsLine makes these reports available only to specific individuals within our Company who are charged with evaluating and investigating the alleged violation. Our Company then commences an appropriate investigation. The information in your report is only shared with appropriate investigation team members, and the concern is handled promptly, professionally and with sensitivity. You are able to monitor the status of the investigation by contacting EthicsLine or by clicking the Follow-Up/Check Back link on the website.

#### 14.Q. Can I face retaliation for filing a report?

**A.** Our Company prohibits retaliation against employees who:

- · Report questionable ethical conduct in good faith,
- Who provide information or otherwise assist in an investigation,
- Or who file, testify, participate in, or otherwise assist in any related proceedings of matters brought to the attention of our Company.

If you believe you have experienced any form of retaliation due to the reporting of questionable ethical situations, notify the Compliance Officer immediately.

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