



## COMMON QUESTIONS

### **When should I report?**

When you observe some behavior that you believe violates our Guiding Principles and related Compliance Policies, we expect you to report it.

### **I'm not sure if any misconduct actually occurred, I just don't feel right about something. What should I do?**

File a report. Ethics Open Line can help you prepare and file your report so it can be properly understood. We'd rather you report a situation that turns out to be harmless than let possible unethical behavior go unchecked because you weren't sure.

Even if misconduct didn't take place, other positive actions can result from a report, such as clearer communication or additional training on important policies.

### **Who should I turn to if I have a concern?**

Ideally, you should bring any concerns forward to your direct manager, or other member of your management team. However, if you are not comfortable reporting the issue in this manner, you can contact us at Ethics Open Line.

### **What is Ethics Open Line?**

We have partnered with a third-party vendor and created the Ethics Open Line. Our vendor, EthicsPoint, is an industry leader in helping companies provide a confidential and anonymous way to express concerns or report incidents of misconduct.

### **I'm worried that people may learn about my report and get me into trouble. How confidential is the Ethics Open Line?**

You can report anonymously. We would prefer you report anonymously than keep the information to yourself. At all times, confidentiality will be maintained to the greatest extent possible under the circumstances.

In addition, it is a stated Cargill policy that we will not tolerate retaliation or threat of retaliation against employees who in good faith report, oppose, or participate in the investigation of suspected unethical or unlawful activities or other cases of misconduct in or related to its business activities.

### **When I submit a report on the Ethics Open Line, where does it go? What will be done?**

Reports are entered directly on a secure server to prevent any possible breach in security. The reports are available only to specific individuals within Cargill who are charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

### **How do I check on the status of my report?**

When you make a submission through the Ethics Open Line, you receive a report key and password to monitor progress on your report.