

INTEGRITY INTEGRITY HOTLINE GUIDELINE



ABOUT ETHICSPPOINT

WHAT IS ETHICSPPOINT?

- Par Health uses EthicsPoint for its Integrity Hotline. EthicsPoint is a confidential and secure reporting service, administered by a third-party vendor (NAVEX), for individuals to report concerns.

WHY DOES PAR HEALTH USE ETHICSPPOINT?

- Our team members are our most important asset. We strive to create open channels of communication, promoting a positive work environment and maximizing productivity.
- An effective reporting system enhances our other efforts to foster a culture of integrity and ethical decision-making.

MAY I REPORT USING EITHER THE INTERNET OR THE TELEPHONE?

- Yes. EthicsPoint enables you to file a confidential, anonymous (where permitted by local laws) report either online or by telephone.
- Where do the reports submitted to EthicsPoint go? Who can access them?
- Reports are entered directly on the EthicsPoint secure server and made available to specific individuals within Par Health who are responsible for evaluating the reports. The information reported is kept confidential by Par Health and shared only with those who require access to it.

1 [About EthicsPoint](#)

2 [Reporting – General](#)

3 [Reporting Security, Confidentiality, & Non-Retaliation](#)

REPORTING – GENERAL

WHAT TYPES OF CONCERNS SHOULD BE REPORTED THROUGH THE PAR HEALTH INTEGRITY HOTLINE?

- You should report any suspected violation of law, the Par Health Code of Conduct, or other Company policy, or other unethical, non-compliant, or unsafe behavior.
- Par Health has an “open door” policy and a variety of “Speak-Up” channels to raise concerns, including the Integrity Hotline. Par Health team members are encouraged to speak with their manager, Human Resources, Integrity & Compliance, or Legal. Par Health team members should use the Speak-Up channel that they feel most comfortable using.

WHO SHOULD REPORT A CONCERN?

- Anyone (including Par Health team members, customers, vendors, or other third parties) who has a concern should report it.
- Why should I report what I know?
- Par Health is committed to conducting business in an ethical and compliant manner. We all have the right to work in a positive environment, and with that right comes the responsibility of speaking up and raising your concern if you suspect someone is not acting appropriately. By working together, we can maintain a healthy and productive environment.

WHAT HAPPENS AFTER I REPORT MY CONCERN?

- Par Health takes reports of alleged misconduct very seriously and will investigate them to determine if any law, Company policy, or aspect of our Code of Conduct may have been violated. Based on the concern reported, an investigator from an appropriate department will be assigned. The investigator might contact you to obtain additional information. If you reported your concern anonymously, check your EthicsPoint case for follow-up questions or comments.

WHAT IF I REMEMBER SOMETHING IMPORTANT ABOUT THE INCIDENT AFTER I FILE THE REPORT? OR WHAT IF PAR HEALTH HAS FURTHER QUESTIONS FOR ME CONCERNING MY REPORT?

- When you file a report through EthicsPoint either online or by phone, you receive a unique, randomized number called a “Report Key” and are asked to choose a password. You can return to the EthicsPoint system again, either via the Internet or by telephone, to access the original report and add more details or answer questions from a company representative. Please return to the site within the specified time to answer company questions, allowing the review of your concern to proceed.

WHAT IF I LOSE MY REPORT KEY OR FORGET THE PASSWORD I CREATED?

- To ensure that security and confidentiality are maintained, if you lose your Report Key or password, you will need to file a new report. Mention in the new report that it is related to a report or question you previously submitted.

HOW DO I KNOW THAT MY CONCERN HAS BEEN ADDRESSED?

- Once the investigation is completed, the investigator will notify you that it has been completed. If you reported your concern anonymously through the Par Health Integrity Hotline, you will be able to use your Report Key and password (if you choose to create one) to provide further information or check the status of an investigation by phone or online at www.parhealth.ethicspoint.com, regardless of how you originally used the hotline. Please note that investigations take time, and our ability to share information may be limited.

REPORTING SECURITY, CONFIDENTIALITY & NON-RETALIATION

CAN I SUBMIT A REPORT ANONYMOUSLY?

- Yes, where permitted by local laws, you may report your concern anonymously via the Par Health Integrity Hotline. Par Health does not perform investigations to identify the reporter; the main goal is to resolve the issue. Some countries prohibit or discourage anonymous reporting or restrict the types of information that may be reported. If you use the Integrity Hotline from one of those countries, you will be advised of any specific reporting restrictions.

IS THE TELEPHONE TOLL-FREE HOTLINE CONFIDENTIAL AND ANONYMOUS?

- Yes. You will be asked to provide the same information that you would provide in an Internet-based report, and an interviewer will type your responses into the EthicsPoint website. These reports are subject to the same security and confidentiality measures.

IS MY REPORT CONFIDENTIAL?

- The information you report will be treated as confidentially as possible. Your report will be shared only with those who need to know about it to answer your question or to investigate the matter. In some instances, Par Health may be required to reveal your identity, if known.

WILL THE COMPANY TAKE ANY ACTION AGAINST A TEAM MEMBER IF THE ISSUE RAISED IS NOT VALID AND SUBSTANTIATED?

- Par Health has a non-retaliation policy and will not take any action against team members who made a good-faith report of a suspected violation.
- Team members who engage in retaliation will be subject to disciplinary action. Knowingly making false accusations is not appropriate. Par Health reserves the right to discipline anyone who knowingly makes a false accusation or provides false information about the Company.