



Q: May I report using either the Internet or the telephone?

A: Yes. With EthicsPoint, you have the ability to file a confidential, anonymous report via either the telephone or the Internet.

Q: What type of situations should I report?

A: The EthicsPoint system is designed for employees to report any violation of our Code of Business Conduct, or any other concern you may have.

Q: If I see a violation, shouldn't I just report it to my manager, security, or human resources and let them deal with it?

A: When you observe some behavior that you believe violates our Code of Business Conduct, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager or your Human Resources or Legal Partner. 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 partnered with EthicsPoint to provide a way to report concerns anonymously. We would rather you report anonymously than keep the information to yourself.

Q: If I make a report by calling the Hotline or by submitting it through the Internet, can I remain anonymous?

A: Yes. All calls to the Hotline are confidential and may be made anonymously, where permitted by local law. The Hotline and the web site allow you to submit a report on an anonymous basis at any time.

Q: What if I make a report about a suspected violation and I am wrong?

A: If you made the report in good faith and believe that the information provided is accurate, you will not be subject to disciplinary action. You do not need to be right—but you do need to believe that a violation has occurred, and that the information you are providing is truthful.