

## Reporting on **EthicsPoint**: Frequently Asked Questions

**Q:** Who may report a concern?

**A:** Anyone may report a concern related to potential misconduct involving an Autodesk employee, contractor, supplier, or channel partner.

**Q:** Can I report a concern in another language?

**A:** Yes. Whether you report online or by phone, EthicsPoint provides translation services for those reporters who wish to report concerns in languages other than English.

**Q:** If I make a report by phone, with whom will I be speaking?

**A:** When you make a report by phone, a specialist in EthicsPoint's call center answers the phone. This person is not an Autodesk employee. Most of the time, the EthicsPoint specialist will answer the phone in English, but EthicsPoint will bring an interpreter on the line if you would prefer to speak in a language other than English.

**Q:** Should I report anonymously or identify myself?

**A:** Investigations tend to move more quickly and efficiently if you identify yourself because the investigation team can reach out to you directly with follow-up questions. Autodesk makes every reasonable effort to hold your name in confidence during the investigation and, no matter what, Autodesk prohibits retaliation against anyone who reports a concern in good faith. However, you have the option to remain anonymous if you choose to do so. Regardless of how you choose to report, please provide as many facts as you have regarding your concern.

**Q:** What type of situations should I report?

**A:** The EthicsPoint system is designed for employees to report any violation of the law, our Code of Business Conduct, or any other Autodesk Policy. Note, however, Hotline and online reporting is not open as to all issues in all locations due to local legal restrictions on anonymous reporting. In those instances, you will receive a message instructing you how and where to report your specific concern.

**Q:** Who receives the report I make?

**A:** EthicsPoint makes reports available to only a few specific individuals within Autodesk whose jobs are to evaluate and investigate the report, based on the type of violation alleged. Each of these individuals is required to maintain appropriate levels of confidentiality regarding the report. In addition, the EthicsPoint system is designed so that people who are implicated in the alleged misconduct are not notified and do not receive copies of the report.

**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.

**Q:** How can I monitor progress on my report?

A:

When you file a report through EthicsPoint, you will receive a unique user name and you will be asked to choose a password. You can return to EthicsPoint either online or by telephone and access the original report to add more detail or answer questions posed by a company representative. If you report anonymously, it is critical that you check back every few days to answer any follow-up questions posed by the investigation team until you are notified that the investigation is closed. Unless you check in, our investigation team will have no way to contact you for further information that may be critical to the investigation.