



Frequently Asked Questions (FAQ) Hotline

About The Hotline

What is the EthicsPoint hotline?

It is a third-party provider reporting tool available online or by phone, 24-hours a day, 7 days a week, 365 days a year. English, Spanish, and Portuguese options are available on both the website and by phone. The hotline will gather the same information whether you make a report online or over the phone. You have the option to make an anonymous report if you wish.

Why do we need a hotline?

To provide a confidential and/or anonymous tool for anyone to ask questions, raise concerns, or make a report.

Reporting – General

How do I make a report?

By speaking directly with a manager, HR, or the Legal Department confidentially. You can also access the hotline directly through:

- Online at www.saeexploration.com and select “Report a Concern” in the top right corner.
- Online at sae.ethicspoint.com
- Call toll-free 1-855.382.7948

What type of situations should I report?

You can report a wide variety of issues such as violations of our written standards and policies, any other concerns you may have, as well as asking for guidance related to compliance or ethics matters. Some examples may include, but are not limited to, code of conduct violations, policy violations, conflicts of interest, safety violations, or environmental concerns. If you are unsure whether you should report a situation, you can speak confidentially with a manager. The hotline is another resource to ask questions and receive guidance on the right actions to take. For more information, refer to the SAE Code of Business Conduct and Ethics and the SAE Anti-Corruption Policies.

Am I protected if I make a report?

Yes. The company has a zero-tolerance retaliation policy. We do not tolerate any form of retaliation against anyone who reports a violation or concern in good faith. If you feel that you have been retaliated against, please report it immediately.

Do I really need to report what I know?

Yes. It is everyone's responsibility to report a situation they believe may be wrong. It's good for the company, for its people and its customers. By protecting the company, you protect your job and others. If it's discovered during an investigation that you were aware of a situation and did not report it, you may be held partially responsible and can be subject to disciplinary action, up to and including termination.

If I see a violation, shouldn't I just report it to a manager or Human Resources?

You have the choice on how to report, and may choose to speak confidentially with a manager, HR, the Legal Department, or by contacting the hotline. If you feel more comfortable making an anonymous report, you can do so through the hotline.

Where do these reports go? Who can access them?

Reports are entered directly on the EthicsPoint secure server, whether they are reported online or by phone. The reports are sent to the SAE company officials responsible with evaluating the report.

Reporting - Security & Confidentiality**Will my identity be exposed if I make a report through a company device?**

No. The hotline does not generate or retain any internal connection logs with IP addresses, so no information linking your PC is available.

How do I make an anonymous report?

Whether making a report online or by phone, you have the option to elect to make an anonymous report by not providing your name. The EthicsPoint system strips away internet addresses so that anonymity is maintained. Keep in mind, as the reporting party, it's your responsibility to ensure the details you provide do not provide direct identifiable information. For example, avoid language such as "From my office next to Jane Doe..." or "In my 33 years at...."

Is the toll-free hotline confidential and anonymous too?

Yes. When calling the hotline, you will be asked to provide the same information that you would provide in an online report. The interviewer will type your responses directly into the EthicsPoint secure website.

What if I want to be identified with my report?

There is a section in the report for identifying yourself, but only if you wish.

Tips & Best Practices

I am aware of some individuals involved with unethical conduct, but it doesn't affect me. Why should I report it?

It is everyone's responsibility to report, whether directly involved or not. If you don't make a report, it hurts the company and every employee, including you. If it is determined you were aware and did not report, you will be held responsible for your actions.

I am not sure if what I have observed or heard is a violation of company policy, or involves unethical conduct, but it just does not look right to me. What should I do?

Talk to a manager, HR, the Legal Department, or contact the hotline to ask questions or address your concerns. SAE wants everyone to feel comfortable bringing forward their concerns and will help provide guidance on how to move forward. We do not tolerate any form of retaliation against anyone who reports a violation or concern in good faith.

What if I remember something important about the incident after I make the report? Or what if the company has further questions for me concerning my report?

After you complete your report (online or by phone), you will create a password and will be assigned a unique code called a "report key". You will use your password and report key to access your original report to add more detail, answer questions posed by a company representative, or add further information that will help resolve open issues.

NOTE: If you forget the password you used when you made your report, it is not retrievable by EthicsPoint or SAE.

Are the report follow-ups as secure as the first one?

Yes. All correspondence is held in the same strict confidence as the initial report, continuing under the umbrella of anonymity and confidentiality.