

## Reporting Basics

### Q: What is the best way to report a concern?

A: We always encourage you to speak with a leader or Human Resources representative at your location if you have questions or witness illegal or unethical workplace behavior. It's usually the fastest and most direct way to resolve an issue. However, if you are uncomfortable speaking with a leader or HR for any reason, you may call the hotline, use the web form, or email [Integrity@Target.com](mailto:Integrity@Target.com).

### Q: What kinds of situations should I report?

A: You can report any type of unethical conduct or other non-emergency employment-related concern. If you need immediate assistance in an emergency, you should contact your local emergency services.

### Q: How do I dial the Integrity Hotline from my location?

A: **In the US and Canada:** Call 1-800-541-6838

**In India:**

-Dial 72266 if you are calling the hotline from your desk phone in RJU

-Dial 2266 if you are calling the hotline from your desk phone in GWS

-Dial 080-401722266 if you are calling the hotline from your personal phone

**In all other countries:** Call your local operator, say that you want to call collect to the United States, and provide this number: 704-556-7046. When the call connects, the charges will be accepted automatically and you will be connected with an Integrity Hotline representative.

### Q: I don't need to report a concern, but I do want to ask a question – who can I contact?

A: Talking with a leader or HR representative at your location is a great place to start. If neither is available or if you are not comfortable bringing your question to them, you can email [Integrity@Target.com](mailto:Integrity@Target.com). This address is managed by the Corporate Compliance and Ethics team at Target. They will work with the right teams to answer your question.

## Reporting and Investigation Process

### Q: What happens when I call the hotline or make a report online?

A: The hotline and web reporting form are both managed by NAVEX, a third party service provider that specializes in hotline reporting. NAVEX will ask you a series of questions regarding your concern and then compile a report, which will be sent to Target headquarters to begin an investigation. See the graphic below for more information.

### Q: What happens after I make a report?

A:



**Q: Will I be able to track progress or follow up after I've made a report?**

A: At the end of your call or when you submit your web form, you will be given a unique report key. You can call the hotline or log into the web form and use the report key to check the progress of your report for 30 days.

**Q: Can I make a report in a language other than English?**

A: Yes. If you call the Integrity Hotline, translation services are available. Our online reporting form is currently only available in English, but you may choose to answer in your native language. NAVEX will translate your responses into English before submitting the report to an investigation team.

## Privacy and Anonymity

**Q: Do I have the option to remain anonymous?**

A: When you call the hotline or report online you have the option to remain anonymous in any country where it is not prohibited by law. When reporting directly to a leader or HR at your location, or emailing [Integrity@Target.com](mailto:Integrity@Target.com), we'll make every effort to maintain your anonymity whenever possible.

**Q: If I remain anonymous, can I still follow up on a report or add details to a report I've already made?**

A: Yes. You will receive a report key after making a report online or through the hotline. You can use the report key to follow up on a report or add more information as needed for up to 30 days. If an

investigator has a follow-up question for you, you will see it when you enter the report key and can answer the question while still protecting your identity.

**Q: Does Target or NAVEX collect any other identifying information about me based on the computer that I'm using to make a report?**

A: NAVEX, the third party who runs the hotline and web reporting form, does not generate or maintain any connection logs with IP addresses, so we cannot connect your computer or location to your report.

**Q: I am afraid of retaliation. Should I still report an incident or concern?**

A: Yes. Target prohibits retaliation against any team member who makes a report in good faith (which means providing all the information you have and believing it to be true). If you feel that you've been retaliated against for making a report or participating in an investigation, you can talk to a leader or HR at your location, submit a report online, or call the Integrity Hotline.