



[About The Bioventus Ethics and Advice Line](#)

[Reporting – General](#)

[Reporting Security & Confidentiality](#)

[Tips & Best Practices](#)

About the Bioventus Ethics and Advice Line

What is the Bioventus Ethics and Advice Line?

- The Bioventus Ethics and Advice Line is a comprehensive and confidential reporting tool created by NAVEX Global that enables management and employees to work together to address fraud, abuse, and other potential misconduct in the workplace while cultivating a positive work environment.

Why do we need a system like the Bioventus Ethics and Advice Line?

- Our employees are our most important asset. By creating open channels of communication, we promote a caring and positive work environment and maximize productivity.
- As a results oriented culture, it is important that we accomplish those results the right way, so in order for us to learn and grow it is important to have open channels of communication for people to share their concerns
- An effective reporting system augments our other efforts to foster a culture of integrity and ethical decision-making.

Reporting – General

May I report using either the Internet or the telephone?

- Yes. The Bioventus Ethics and Advice Line enables you to file a confidential, anonymous report via either the telephone, Internet, or if you available, a mobile application.

What types of situations should I report?

- The Bioventus Ethics and Advice Line system allows employees to report any violation of our Code of Compliance and Ethics or Company policies, even if you were not involved in the misconduct, or any other concerns you may have.

If I see a violation, should I just report it to my manager or Human Resources and let them deal with it?

- When you observe some behavior that you believe violates our Code of Compliance and Ethics, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager or other member of our management team. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for these circumstances that we have partnered with NAVEX Global to provide a mechanism for you to submit your concerns, anonymously if you prefer. We would rather you report anonymously than keep the information to yourself.

Why should I report what I know? What is in it for me?

- We all have the right to work in a positive environment and with that right comes the responsibility of acting in an ethical manner, holding people accountable, and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment. Corporate misconduct can threaten the very existence of an entire company like Bioventus.

Does the Bioventus leadership really want me to report?

- We certainly do. In fact, we *need* you to report. You know what is going on in our company - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the company and our people. In addition, offering positive input may help identify issues that can improve corporate culture and performance.



Where do these reports go? Who can access them?

- Reports are entered directly into the Bioventus Ethics and Advice Line secure server. NAVEX Global makes these reports available only to specific individuals within the company who have access to evaluate the report based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

Isn't this system just an example of someone watching over me?

- No. The Bioventus Ethics and Advice Line is a positive aspect of our overall philosophy that allows us to ensure a safe, secure and ethical workplace. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today's workplace and this is a great tool to enhance that communication. We have carefully chosen the best reporting tool to meet our compliance obligations while maintaining a positive reporting environment.

Reporting Security & Confidentiality

It is my understanding that any report I send from a company computer generates a server log that shows every website that my PC connects with. Won't this log identify me as the report originator?

- NAVEX Global does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to The Bioventus Ethics and Advice Line is available.
- If you feel uncomfortable making a report on your work computer, you have the option of using a computer outside our work environment (such as one located at an Internet café or at a friend's house) through The Bioventus Ethics and Advice Line secure website.

Can I file a report from home and still remain anonymous?

- A report from home, a neighbor's computer, or any Internet portal will remain secure and anonymous. An Internet portal never identifies a visitor by screen name and The Bioventus Ethics and Advice Line system strips away Internet addresses and any other identifiable information so that anonymity is completely maintained.

I am concerned that the information I provide The Bioventus Ethics and Advice Line will ultimately reveal my identity. How can you assure me that will not happen?

- The Bioventus Ethics and Advice Line system protects your anonymity. However, if you wish to remain anonymous, you - as a reporting party - need to ensure that the body of the report does not reveal your identity by accident. For example, "From my cube next to Jan Smith..." or "In my 33 years..."

Is the telephone toll-free hot line confidential and anonymous too?

- 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 Bioventus Ethics and Advice Line Web site. These reports have the same security and confidentiality measures applied to them during delivery.

What if I want to be identified with my report?

There is a section in the report to provide your personal information, if you wish.

Tips & Best Practices

I am aware of some individuals acting unethically, but it does not affect me. Why should I bother reporting it?

- Our company promotes ethical behavior. All unethical conduct, at any level, ultimately hurts the company and all employees, including you. You only have to consider what happened in recent corporate scandals to see the disastrous effects that a lapse in ethics can have on an otherwise healthy company. If you know of any incidents of misconduct or ethical violations, it is your duty to yourself and your coworkers to report it.

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?

- File a report. NAVEX Global can help you prepare and file your report so it can be properly understood. We would rather you report a situation that turns out to be harmless than let possible unethical behavior go unchecked.

What if my boss or other managers are involved in a violation? Won't they get the report and start a cover-up?

- The Bioventus Ethics and Advice Line system and report distribution ensure that implicated parties are not notified or granted access to reports in which they have been named.

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

- When you file a report on The Bioventus Ethics and Advice Line Web site or through The Bioventus Ethics and Advice Line Call Center, you receive a unique, randomized number called a "Report Key" and are asked to create a password. You can return to The Bioventus Ethics and Advice Line system again either by Internet or telephone and access the original report to add more detail or answer questions posed by a company representative. We strongly suggest that you return to the site in a timely manner to answer any questions Bioventus may have. You and Bioventus have now entered into an "anonymous dialogue," where situations are not only identified, but can also be resolved, no matter how complex.

Are these follow-ups on reports as secure as the first one?

- All Bioventus Ethics and Advice Line correspondences are held in the same strict confidence as the initial report, continuing under the umbrella of anonymity.



What if I lose my Report Key or forget the Password I created?

- To ensure that security and confidentiality is maintained, if you lose your report key or password, you will need to file a new report. Please reference your initial report in the new submission

Can I still file a report if I don't have access to the Internet?

- You can file a Bioventus Ethics and Advice Line report from any computer that can access the Internet. If you don't have access to or are uncomfortable using a computer, you can call The Bioventus Ethics and Advice Line toll-free hotline, which is available 24 hours a day, 365 days a year.