

WHAT TO EXPECT WHEN YOU CONTACT THE SHUTTERFLY EMPLOYEE ETHICS HOTLINE



If you need to report something, you can contact your manager, HR Partner, or the Employee Ethics Hotline.



You can report concerns to the Employee Ethics Hotline using your name, or anonymously.



An investigations team member will be assigned when your report is received.



The investigator will interview witnesses and gather information. The investigator will keep your identity confidential whenever possible.



When the investigation is complete, appropriate action will be taken.

Due to confidentiality, you may not learn the results or outcome of the investigation.



Shutterfly does not tolerate retaliation of any kind, against anyone who participates in an investigation.

Please notify your manager, HR Partner, or the Employee Ethics Hotline if you witness or experience retaliation.