



WISCONSIN ECONOMIC DEVELOPMENT CORPORATION ETHICS HOTLINE -FREQUENTLY ASKED QUESTIONS

WHAT IS AN ETHICS HOTLINE?

- An Ethics Hotline is a reporting tool to assist an organization in addressing fraud, abuse, and other mismanagement or misconduct in the workplace, all while cultivating a positive work environment.

WHY DOES WEDC HAVE AN ETHICS HOTLINE?

- To help promote ethical behavior and reduce losses of taxpayer resources from illegal or unethical behavior while protecting the person making the report from retaliation.

WHO CAN FILE A REPORT THROUGH WEDC'S ETHICS HOTLINE?

- Anyone. WEDC employees, as well as external individuals are encouraged to use the Ethics Hotline if they are aware of illegal or unethical behavior within WEDC.

WHAT TYPE OF SITUATIONS SHOULD I REPORT?

- The Ethics Hotline may be contacted to disclose illegal or unethical activity within WEDC. This may include violations of WEDC's Code of Ethics and Conduct.

CAN I REPORT A VIOLATION DIRECTLY TO MY MANAGER OR HUMAN RESOURCES?

- Ideally, WEDC employees should bring any concerns regarding violations of our code of conduct 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 such circumstances that we have partnered with EthicsPoint.

AM I REQUIRED TO GIVE MY NAME WHEN I FILE A REPORT?

- No. As part of the reporting process, you are given the option to provide your name or remain anonymous.

WHAT IF I WANT TO BE IDENTIFIED WITH MY REPORT?

- There is an option for identifying yourself, if you wish.

IS THERE A POSSIBILITY OF RETALIATION?

- No. WEDC believes that the only way the Ethics Hotline can be successful, is to eliminate any possibility of retaliation on the part of WEDC.

HOW DO I FILE A REPORT?

- Use the following steps to file a report through the Ethics Hotline:
 - Call 844-528-8655; toll free 24/7, or
 - Click the link from WEDC's website
 - www.wedc.org
 - Click the dropdown menu in the upper right corner of the home page
 - Expand the "Inside WEDC" tab
 - Navigate to "WEDC Ethics Hotline" link to the secure third-party EthicsPoint website

LOOK FORWARD ►

WHERE DO THESE REPORTS GO? WHO CAN ACCESS THEM?

- Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security. EthicsPoint makes these reports available only to specific individuals within the company who are charged with evaluating the report, based on the type of violation and location of the incident.

WHAT IF MY BOSS OR OTHER MANAGERS ARE INVOLVED IN A VIOLATION? WON'T THEY GET THE REPORT AND START A COVER-UP?

- The EthicsPoint system and report distribution are designed so 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? OR WHAT IF THE COMPANY HAS FURTHER QUESTIONS FOR ME CONCERNING MY REPORT?

- When you file a report at the WEDC Ethics Hotline website or through the call center, you receive a unique user name and are asked to choose a password. You can return to the EthicsPoint system again either by Internet or telephone and access the original report to add more detail or answer questions posed by a company representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer company questions. You and the company now have entered into an "anonymous dialogue," where situations are not only identified, but can also be resolved, no matter how complex.

ARE THE REPORTS THAT ARE FILED SUBJECT TO OPEN RECORDS REQUEST?

- Records related to inquiries and reports made to EthicsPoint are records belong to WEDC. As such, they are subject to Wisconsin's public records laws. Any request for such records will be treated like any other records request, with each record reviewed for whether it should be released in its entirety or whether an exemption allows WEDC to withhold or redact it. Questions about this may be directed to WEDC's Chief Legal Officer and Records Custodian.

WHO SHOULD I ASK IF I HAVE QUESTIONS ABOUT THE PROCESS?

- WEDC's Chief Legal Officer, Chief Financial Officer, or Vice President of Human Resources are great resources should you have questions related to the Ethics Hotline. You may also call the WEDC Ethics Hotline phone number with any questions.