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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a confidential reporting tool created by NAVEX Global for employees, customers, partners, vendors and visitors of Discovery to use to report ethical concerns including fraud, abuse, and other misconduct in the workplace.

Why do we need a system like EthicsPoint?

- We believe that creating open channels of communication promotes a positive work environment and maximizes productivity.
- An effective reporting system will augment 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. With EthicsPoint, you have the ability to file a confidential, anonymous report via either the telephone or the Internet.

What type of situations should I report?

The EthicsPoint system is designed for employees to report any violation of Discovery's Business Code of Conduct or any other concern you may have.

If I see a violation, shouldn't I just report it to my manager, security, or human resources and let them deal with it?

When you observe behaviors that you believe violate Discovery's Business Code of Conduct, 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 EthicsPoint. We would rather you report anonymously than keep the information to yourself.

Why should I report what I know?

At Discovery, we believe that ethical behavior is essential in guiding us to make the right choices and decisions. Each of us has a responsibility to report ethical concerns. In doing so, we can maintain a positive and productive work environment.

Does management really want me to report?

Yes. We believe that anyone who has an ethical concern also has the responsibility to report the concern. You may have knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the company and our people. Also, reporting concerns may help identify issues that need to be addressed in order to improve company culture and performance.

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. Each of these report recipients has had training in investigating and evaluating compliance concerns.

Reporting Security & Confidentiality

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 EthicsPoint system strips away Internet addresses so that anonymity is totally maintained. Plus, EthicsPoint is contractually committed not to pursue a reporter's identity.

I am concerned that the information I provide EthicsPoint will ultimately reveal my identity. How can you assure me that will not happen?

The EthicsPoint system is designed to protect 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 EthicsPoint 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 for identifying yourself, 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 bother reporting it?

At Discovery, we believe that ethical behavior is essential in guiding us to make the right choices and decisions. Each of us has a responsibility to report ethical concerns. In doing so, we can maintain a positive and productive work environment.

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. EthicsPoint can help you prepare and file your report so it can be properly understood. We'd rather you report a situation that turns out to be harmless than let possible unethical behavior go unchecked because you weren't sure.

What if my boss or other managers are involved in a violation? Will they receive a copy of my report?

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. 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 EthicsPoint Web site or through the EthicsPoint 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 further information or answer questions posed by a company representative to help resolve open issues. We suggest that you return to the site to answer company questions. When you do, you and the company will have 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 EthicsPoint correspondences and communications are held in the same strict confidence as the initial report, continuing under the umbrella of anonymity if you so choose.

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

If you don't have access to the Internet or are uncomfortable using a computer, you can call the EthicsPoint toll-free hotline, which is available 24 hours a day, 365 days a year. You can file an EthicsPoint report from any computer that can access the Internet. Many public locations, including the public library, have Internet computers.