

INVESTIGATION PROCESS

WHAT HAPPENS WHEN YOU SUBMIT A REPORT?

1

INTAKE

When you raise a question or concern through one of our speak up channels, the Ethics & Compliance team (“E&C”) promptly acknowledges receiving your report and begins reviewing it.



2

PLAN

E&C assesses the report to determine the right action, including assigning it to an investigation team, if appropriate.



3

INVESTIGATE

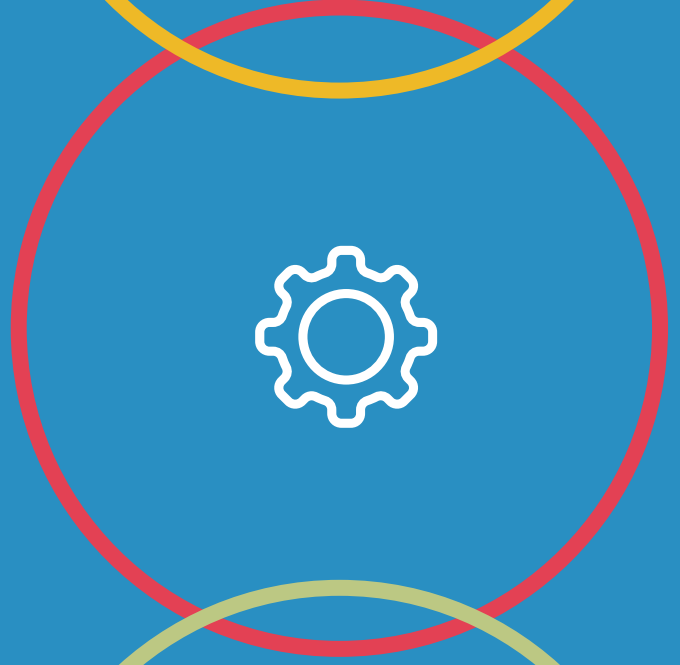
The investigation team compiles information, conducts interviews, collects documents, and reviews applicable policies while maintaining confidentiality.



4

REVIEW

Investigation findings are reviewed with need-to-know colleagues from E&C, HR, Legal and/or management to align on appropriate next steps, including taking action if needed.



5

CLOSE

After any needed action and preventive retaliation steps are implemented, you are notified the investigation is complete.

