

Step One: Speak Up.

If you have a concern or suspicion about an ethical violation, report it to your manager, field leader, HRBP, or the Ethics Hotline.



Step Two: Report to the Ethics Hotline by phone or online.

The Ethics Hotline is a third-party vendor who will intake information regarding your concern. You may choose to remain anonymous.

Step Three: The Ethics Hotline sends the report to KinderCare's Employee Relations team.

An Employee Relations Advisor is assigned to each report to review the case and determine if an investigation is necessary.



Step Four: The Employee Relations team investigates.

The Employee Relations Advisor gathers evidence and follows up on the information you provided. The ER Advisor may leave a request for additional information in the report—so be sure to check in using the report key and password provided when you file your report or the ER advisor may have to close the case.



Step Five: Appropriate action is taken.

Because the investigation is confidential, you may not know if (or what) disciplinary action followed the investigation.



Step Six: We do **not** tolerate retaliation.

KinderCare does not tolerate retaliation against anyone who reports a concern in good faith or who cooperates with an investigation. This policy applies to everyone in the organization, regardless of position.

Speak up if you experience or witness retaliation.