

## Job Description: Compliance Champion

**Wabtec Compliance Champions** are ambassadors for the company's Compliance and Open Reporting program – Speak Up, Wabtec! Compliance Champions serve as a first point of contact for employees. The responsibility of the Compliance Champion is to be a proactive thinking partner, help create greater awareness of Wabtec's commitment to Compliance and Open Reporting, provide guidance and direction to local employees who have questions, and to keep Wabtec's Compliance and Labor & Employment teams updated on potential issues or concerns (via regular contact with the Speak Up, Wabtec! Program Director).

### Main Tasks:

- **Act as a trusted person and neutral first point-of-contact** whom employees can turn to for assistance with compliance-related questions or concerns.
- **Promote local awareness** of the Speak Up, Wabtec! Program
- Assist in dissemination of communications, policies, procedures and guidance.
- Support the execution and/or coordination of local investigations.
- **Be proactive** in spotting issues or concerns, and report such matters to the Speak Up, Wabtec! Program Director.
- **Make time** when approached by employees with questions or concerns. If unable to make time or answer questions, ensure that employees are directed to someone who can assist.
- **Maintain confidentiality** with regard to potential violations of internal policy, even where an employee does not specifically request confidentiality.
- **Stay up to date** ... participate in trainings, read documents and attend meetings organized by the Speak Up, Wabtec! Program Director
- **Communicate** in a timely and transparent manner with the Speak Up, Wabtec! Program Director
- **Ask for assistance** from Wabtec's Compliance, Labor & Employment, and/or HR teams regarding questions or concerns that require expert attention.

### Additional Information:

- Time commitment: 5 hours per month
- The task of a Champion is not to provide all the answers, nor is it to take the place of Wabtec's Compliance, Labor & Employment, and HR teams' subject matter experts
- Champions will be formally appointed by the Speak Up, Wabtec! Program Director with the approval of the employee's manager.
- Appointments remain in effect until revoked by the Speak Up, Wabtec! Program Director or until terminated, in writing, by the Compliance Champion.

Interested in becoming a Compliance Champion or want to recommend someone?

Email or call [Jen Zaczek](#) (814-431-9869)

Speak Up, Wabtec! Program Director

Global Ethics & Compliance Leader