

MoFo Confidential Hotline – FAQs

1. Why do we need the Hotline?

We expect our partners and employees to act with integrity and professionalism at all times. We are also committed to doing right by our partners and employees, and ensuring they feel safe, respected, and heard. In support of this, we encourage you to report your concerns, so that we can maintain the highest standards of legal, ethical, and professional conduct. The Hotline will allow you to report valid concerns in a confidential and secure way.

2. Why should I report what I know?

By letting us know if someone is not acting within our expectations or violating the law, you will assist us with preserving our integrity, values and our desired culture, complying with the law, and maintaining confidence in Morrison Foerster. In addition, if someone's actions have disadvantaged or unfairly affected you, we will be able to look into the matter for you.

3. Do you really want me to report?

Yes, we do. If you suspect or are aware of any concerning behaviour, we ask that you promptly report this information to us. Your reporting will result in early identification of the issue and remediation, but it could also highlight ways that we can further improve our culture and performance.

4. If I see something wrong, isn't it better to report it to a partner or HR and let them deal with it?

Ideally, yes. If you feel comfortable approaching someone within Morrison Foerster with your concern, we encourage you to do so. We understand, however, that there may be certain scenarios where you would prefer to report the issue via a more structured route to a third-party, so that they can look into your concern. For this purpose, the Hotline is available [online and via telephone](#), which allows you to make a confidential report to us using the secure systems of EthicsPoint. Our main priority is making you comfortable enough to disclose a concern with us, rather than feel like you have to keep it to yourself.

5. Can reporting have any consequences for me?

We have a zero-retaliation policy and will protect anyone who makes a report about a valid concern. This can include, where appropriate, taking disciplinary action against anyone who treats you badly or unfairly as a result of you making the report. We note, however, that if anyone makes malicious, frivolous, or abusive reports, we reserve the right to take all possible action available to us, including (but not limited to) disciplinary procedures and/or legal recourse. One of our key principles is to make sure that we act fairly towards all parties, which not only includes the person making the report but also anyone implicated or named in the report.

6. What if my manager or a partner is involved in the concern that I want to report – will they receive my report?

No. We have designed our reporting system so that anyone implicated or named in your concern should not gain access to your report.

7. Should I report even if I can't prove it?

You do not need to demonstrate proof to raise a concern or justify yourself in making the report; it is our job to investigate. You will only need to have reasonable belief, in light of the information available to you at the time, that a particular misconduct has occurred, is occurring, or is likely to occur.

8. Do you need to know who I am when I make the report?

No, you do not have to identify yourself. Even if you chose to stay anonymous, we will treat your report in the same way as any other report. However, we do encourage you to identify yourself as this will benefit our investigation and resolution of your concern.

9. I don't want to make a report via the online platform or telephone line – can I request an in-person meeting to report my concern?

Yes – please let us know if you would prefer to raise your concern in a meeting, and we'd be happy to see whether we can facilitate that for you.

10. What details should I provide when reporting?

You are encouraged to disclose as much as possible about your concern, such as details of what happened, when and where it happened, who was involved, and whether anyone else is aware of your concern. Similarly, we encourage you to provide us with anything else that comes to mind after you make the initial submission. The more comprehensive you are, the easier it is for us to carry out a full and proper investigation in an effective way.

11. Do I have to provide follow up information or attend a follow up meeting?

No. While we may come back to you with additional questions or clarifications to help us with the bigger picture, you can choose not to respond (or tell us that you do not wish to respond or cooperate any more).

12. What language should I use in my report?

When using our [online platform](#), we ask that you use English as we are an English-speaking organization. If you feel your English is not good enough to properly express your concern, submit a report in your own language and we will translate it. If you're using our Hotline via telephone, you can make a report in the language of your country or in English.

13. Will you tell anyone that I am the source of the report?

We will endeavour to keep your identity secret, as the person raising the concern. As such, we will strive to ensure that any report or recommendation that we prepare about your concern will not expose you as the source. In certain situations, however, we may need to internally disclose your identity to a limited group of people involved with managing the investigation, strictly on a "need to know" basis.

14. What do I do if I've made an anonymous report, but I feel that I've been identified?

Contact us immediately if you feel this to be the case via HotlineComplaints@mofocom, so that we can urgently look into it for you.

15. Who gets to see my report?

Your report will be made available only to designated individuals who are tasked with carefully reviewing your concern. This team of individuals has received appropriate training on how to assess your concern in strict confidence. Rest assured that your report will not be sent to someone who has been named or otherwise implicated in your report.

16. Will I be able to find out the outcome of the investigation?

We will try to keep you informed of the progress and outcome of the investigation, where appropriate. If, in the meantime, you have any questions about your report do not hesitate to contact us at MoFoHRCompliance@mofo.com.

17. What if I am not happy with the progress or the outcome of the investigation?

If you are unhappy with the progress or outcome of the investigation or think that something has been missed as part of our investigation, contact HotlineComplaints@mofo.com. The team monitoring this email is independent to the original team investigating your concern.

18. What should I do if I feel that I'm being badly or unfairly treated because I raised a concern?

We have a zero-retaliation policy. It is our responsibility to stop any retaliatory action that you are facing and take reasonable steps to prevent any further issues arising. If you are aware that you or someone else has faced retaliation for reporting a valid concern (or assisting or being connected to someone else who has reported a valid concern), contact HotlineComplaints@mofo.com immediately. Be assured that the team monitoring this email is independent to the team investigating your concern.