

The Amentum Ethics Hotline Information and FAQs

Why does Amentum have an ethics hotline?

One of Amentum's core values is to "Have Unwavering Integrity." When there are situations where there is a concern, the ethics hotline provides another method for employees to have their voice heard. Amentum provides a third-party managed hotline to enable callers (whether employees, contractors, subcontractors, vendors, customers, or members of the general public) to report issues or concerns. Callers have the ability to report anonymously.

Who is our third-party hotline provider?

Amentum is using NAVEX to provide this service, which includes the ability for callers to report issues or concerns by telephone, email, or via the internet. Amentum has contracted with NAVEX to provide Ethicspoint, a comprehensive and confidential reporting tool to assist management and employees to work together to address employee concerns, waste, fraud, or abuse in the workplace, all while cultivating a positive work environment. NAVEX staffs a call center manned 24 hours per day, 7 days a week, 365 days per year. Interpreters are available for those who feel more comfortable raising concerns in a language other than English.

Why do we need a system like Ethicspoint?

We believe that our employees are our most important asset. By creating open channels of communication, we can promote a positive work environment and maximize productivity.

An effective reporting system augments our other efforts to foster a culture of integrity and ethical decision-making.

Reporting

May I report using either the Internet or the telephone?

Yes, you have the ability to file a report via the telephone, internet, or via email.

What type of situations should I report?

The ethics hotline system allows employees to report any suspected violation of the Amentum Code of Conduct, our Policies, Procedures, and Instructions or any law or regulation of the countries in which we operate.

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 some behavior you believe violates the Amentum Code of Conduct, we expect you to report it. Ideally, you should bring any concerns forward to your immediate supervisor. Additional resources that you have to help you include your local Human Resources representative or the Human Resources Department, your supervisor's manager, any higher-level manager, Amentum's In-House Counsel or any member of the Legal Department.

We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. In these circumstances, you have the option to report via the Amentum ethics hotline.

Why should I report what I know? What's in it for me?

We all have the right to work in a positive environment. With that right comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment.

Does management really want me to report?

We certainly do. In fact, we need you to report. You know what is going on in our company - both good and bad. You may have initial 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, offering positive input may help identify issues that can improve our corporate culture and performance.

Additionally, be assured that Amentum does not tolerate acts of retaliation against anyone who makes an honest and sincere report. Amentum wants employees to feel comfortable reporting suspected misconduct and will promptly investigate all allegations of retaliatory acts. Anyone who retaliates against a person for making a report or participating in an investigation may face disciplinary action, up to and including termination of employment.

What happens when I file a report? Who can access them?

Reports are entered directly into a secure server. Reports are only available to specific individuals within Amentum who are charged with evaluating the report. Each of these report recipients understands any reports and information therein is to be safeguarded.

Isn't this system just an example of someone watching over me?

The Amentum ethics hotline is provided in support of our core value to "Have Unwavering Integrity." . The information gained from hotline communications along with our ethics compliance department helps us in providing a safe, secure, and ethical workplace. You are encouraged to communicate a concern to help us maintain our ethical culture. Effective communication is critical in today's workplace and this is a great tool to enhance that communication, while maintaining a positive reporting environment.

Reporting Security & Confidentiality

It is my understanding that any report I send from a company computer generates a server log that shows every website my computer connects with; won't this log identify me as a report originator?

Amentum's provider does not generate or maintain any internal connection logs with IP addresses; therefore, neither NAVEX nor Amentum is able to link your computer to reports filed through the hotline. If you feel uncomfortable making a report from your work computer, you have the option of using a computer outside our work environment (such as one located at an Internet café, the library, at a friend's house, and the like) through the secure website.

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, where permitted by local laws. An internet portal never identifies a visitor by screen name and the NAVEX system strips away identifying information, such as an IP address, so that anonymity is maintained. As mentioned above, NAVEX is contractually committed not to pursue a reporter's identity.

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

Amentum's ethics hotline system is designed to protect you. Our provider is contractually committed not to pursue a reporter's identity. If you wish to stay anonymous, you - as a reporting party - need to be careful not reveal any identifying details as part of your report.

Is the telephone toll-free hotline confidential and anonymous too?

Yes – so long as anonymous reporting is permitted by local laws. You will be asked to provide the same information you would provide in an internet-based report; the interviewer will type your responses directly into a secure environment. Hotline-based reports have the same security and confidentiality measures applied to them during delivery as internet-based reports.

What if I want to be identified with my report?

There is a section in the report where you may identify 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?

Amentum has decades of history in building our ethical culture. Our core values are at the heart of our ethical culture as we center our focus on our people and inject safety, integrity, and innovation to deliver success to our customers.

All unethical conduct, at any level, ultimately hurts the company and all employees, including you. If you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and your co-workers to report it.

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. The interviewers at the call center can help you prepare and file your report so it can be properly understood. We would rather you report a situation that turns out to be harmless than possibly let unethical behavior go unchecked because you were unsure.

What if I remember something important about the incident after I file the report?

When you file a report, either using the internet or through the call center, you receive a unique report key and are asked to select a password. With the report key and your password, you can return to the system again, either by internet or telephone, and access the original report. At that point, you can add more details.

What if you have questions for me concerning my report?

The Amentum’s ethics hotline system has functionality that enables company representatives to post questions for you, even if you report anonymously. Amentum will respond to your call typically within 3 working days. When that time has passed, we strongly suggest you use your report key and check to see if any questions have been posted. Providing the opportunity for such dialogue means situations may not only be identified but can also be resolved, no matter how complex.

Are these follow-ups on reports as secure as the first one?

All correspondence is held in the same strict confidence as the initial report, continuing under the umbrella of anonymity, if you so choose (and where permitted by local laws).

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

You can file an ethics hotline report from any computer that can access the internet. You can file from home. Many public locations, including most public libraries, have internet-capable computers. If you don't have access or are uncomfortable using a computer, you can call the Amentum ethics hotline, which is toll-free and available 24 hours a day, 365 days a year. Dialing instructions vary by country; verify the proper dialing instructions with a local team member.

What should I do if the telephone number is not working?

If the telephone number is not functioning, please make your report online through this web site. Please indicate in the report that the telephone number did not work.

What should I do if the country I am in is not listed above?

If there is no service for your location, please make your report online through the Amentum hotline web site. Please indicate in the report that dialing instructions for the country you are located in were not available.