About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist management and employees in working together to address fraud, abuse, and other misconduct, all while cultivating a positive work environment.

Why do we need a system like EthicsPoint?

- By creating open channels of communication, we can promote a positive work environment and maximize productivity.

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

Reporting – General

May I report using either the Internet or the telephone?

The IATF is using a web-based only reporting system through NAVEX Global called EthicsPoint.

What type of situations should I report?

The EthicsPoint system is designed for individuals to report any violation of the IATF Rules for Achieving Certification or IATF 16949 Automotive Quality Management standard, or other concern you may have.

Issues regarding supplier performance, or the quality or safety of parts, are not related to violations of the audit processes used to achieve IATF 16949 certification. Those issues should be directed to the supplier or automotive customer receiving those parts from the supplier. IATF 16949 is not a certification of the quality or safety of any specific part.

Where do these reports go? Who can access them?

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security. EthicsPoint makes these reports are available only to specific individuals within the IATF who are charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients will be shared with the respective IATF Global Oversight Office.

Reporting Security & Confidentiality

It is my understanding that any report I send from a company computer generates a server log that shows every web-site that my PC connects with, and won't this log identify me as a report originator?

> EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to EthicsPoint is available. In fact, EthicsPoint is contractually committed not to pursue a reporter's identity.

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. An Internet portal never identifies a visitor by screen name and the EthicsPoint system strips away Internet addresses so that anonymity is totally maintained. Plus, EthicsPoint is contractually committed not to pursue a reporter's identity.

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

> The Ethics Point system is designed to protect your anonymity.

What if I want to be identified with my report?

> There is a section in the report for identifying yourself, if you wish.

Tips & Best Practices

I am not sure if what I have observed or heard is a violation of the IATF's policies, or involves unethical conduct, but it just does not look right to me. What should I do?

File a report. EthicsPoint can help you prepare and file your report so it can be properly understood.

What if my boss or other managers are involved in a violation? Won't they get the report and start a cover-up?

The EthicsPoint system and report distribution are designed so that implicated parties are not notified or granted access to reports in which they have been named.

What if I remember something important about the incident after I file the report? Or what if the IATF has further questions for me concerning my report?

When you file a report at the EthicsPoint Web site, you receive a unique user name and are asked to choose a password. You can return to the EthicsPoint system again by Internet and access the original report to add more detail or answer questions posed by an IATF representative and add further information that will help resolve open issues.

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

All EthicsPoint correspondences are held in the same strict confidence as the initial report, continuing under the umbrella of anonymity.

How are reports investigated and resolved?

Your report with be directed to the appropriate oversight organization for evaluation. If your report identifies a potential ethics issue with the certification process, any number of investigative tools, including questions, inspections of records and site visits, may be used to identity potential concerns. The investigation process, like the reporting process, is confidential. If an issue has undermined the basis for certification, the certification will be revoked.