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About Viasat Values Line

What is Viasat Values Line?

Viasat Values Line is a comprehensive and confidential reporting tool created by NAVEX Global that enables management and employees to work together to address misconduct, abuse, fraud and any other concerns in the workplace while cultivating a respectful and inclusive work environment.

Why does Viasat need a system like Viasat Values Line?

- Our employees are our most important asset. By creating open channels of communication, no matter the topic, we promote a respectful and inclusive work environment and maximize productivity.
- Viasat Values Line augments our other efforts to foster a culture of integrity and ethical decision-making.

Reporting – General

What are the options for making a report?

Viasat Values Line enables you to file a confidential report via either the telephone or the Internet. You may choose to do so anonymously. As always, you may also share any workplace concern with your People & Culture Business Partner.

What types of situations should I report?

The Viasat Values Line system allows employees to report any misconduct, abuse, fraud or any other concerns in the workplace or violations of our Guide to Business Conduct or similar guide.

What happens when I make a report?

The Viasat Values Line will prompt you to provide all the relevant information and will summarize the details in a report that is sent to the necessary teams at Viasat. These recipients will assess your report and identify the most appropriate individual(s) to investigate, fairly and impartially. You will be given a unique pin that you will be able to use to receive updates or check the status of your report.

If I see a violation, shouldn't I just report it to my manager, security, or People & Culture and let them deal with it?

When you observe behavior that you believe violates our Guide to Business Conduct or other similar guideline, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager, other member of our management team, or your P&C Business Partner. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that we have partnered with NAVEX Global to create the Viasat Values Line. This creates an opportunity for you to report a concern anonymously if that is your preference.

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

We all have the right to work in a respectful and inclusive work environment and 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.

Will there be negative consequences for reporting a genuine concern?

No. Viasat strictly prohibits retaliation against anyone raising a concern.

As affirmed in the ViaGuide, Viasat will not tolerate retaliation against any individual who raises a concern in good faith about a violation of the law, Guide to Business Conduct or Company policy.

Does management really want me to report?

We certainly do. In fact, we *need* you to report. You know what is going on in Viasat - both positive and negative. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on our culture and our people.

Where do these reports go? Who can access them?

Reports are entered directly on the Viasat Values Line secure server. NAVEX Global makes these reports available only to specific individuals within Viasat who are charged with evaluating the report, based on the type of violation and location of the incident.

Reporting Security & Confidentiality

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

Whatever method you choose to report a concern, the Viasat Values Line system allows you to make a report anonymously if you prefer. Keep in mind that while Viasat Values Line allows for reports to remain anonymous if they would like, if an investigator needs more information to thoroughly assess the report, it is expected that you will be asked to provide additional information if possible. You can continue to remain anonymous as you provide additional information.

If I make a report from a Company computer, won't the server log identify me as the reporter?

The Viasat Values Line does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to this Line is available. Our provider, NAVEX Global, is contractually committed not to pursue a reporter's identity.

What if I want to be identified with my report?

There is a section in the report to identify yourself, if you wish. Generally, if you are comfortable identifying yourself, we encourage you to, as this typically allows us to more effectively address your issue.

Tips & Best Practices

I am aware of some individuals acting unethically, but it doesn't affect me. Why should I bother reporting it?

Viasat expects and promotes respectful, inclusive and ethical behavior at all times. All unethical conduct, at any level, ultimately hurts Viasat and all employees. You only have to consider what happened in recent corporate scandals to see the disastrous effects that a lapse in ethics can have on an otherwise healthy company. If you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and your coworkers 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?

When in doubt, file a report. The Viasat Values Line can help you prepare and file your report so it can be properly understood. We would much rather you report a situation that turns out to be harmless than let possible unethical behavior go unchecked.

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

No. The Viasat Values Line system and report distribution does not grant access to reports that implicated parties have been named.

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

When you file a report at the Viasat Values Line Web site or through the Viasat Values Line Call Center, you receive a unique, randomized number called a "Report Key" and are asked to choose a password. You can return to the Viasat Values Line system again either by Internet or telephone and access the original report to add more detail or answer questions posed by a company representative. We strongly suggest that you return to the site in the time specified to answer company questions.

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

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

What if I lose my Report Key or forget the Password I created?

To ensure that security and confidentiality is maintained, if you lose your report key or password, you will need to file a new report. Mention in the new report that it is related to a report or question you previously submitted.

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

Yes. You may call the Viasat Values Line toll-free hotline, which is available 24 hours a day, 365 days a year.