

# FAQ

## About EthicsPoint

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## About EthicsPoint **What is EthicsPoint?**

EthicsPoint is a comprehensive and confidential reporting tool created by Navex that enables management and employees to work together to address fraud, abuse, and other misconduct in the workplace while cultivating a positive work environment.

### **Why do we need a system like EthicsPoint?**

- Our employees are our most important asset. By creating open channels of communication, we 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 – General

### **May I report using either the Internet or the telephone?**

Yes. EthicsPoint enables you to file a confidential, anonymous report via either the telephone or the Internet.

### **What types of situations should I report?**

The EthicsPoint system allows employees to report any concerns about unethical conduct or potential violations of policies or laws.

### **If I see a violation, shouldn't I just report it to my manager or Human Resources and let them deal with it?**

When you observe behavior that you believe is unethical or might violate a company policy or the law, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager. Other options are Human Resources, Compliance or Legal. We recognize, however, that there may be circumstances when you are not comfortable reporting your concern in this manner. It is for such circumstances that we have decided to implement EthicsPoint. We would rather that you report your concern anonymously than keep the information to yourself.

### **Why should I bother with making a report?**

We all have the right to work in a positive, productive and compliant environment. With that right comes the responsibility of calling out unethical or illegal actions. Bad behavior affects not just the company, but all of us individually. It negatively impacts our productivity and our pride and enjoyment in working at Amarin.

### **Does management really want me to report?**

Yes. The company absolutely wants and needs to know about any unethical or illegal behavior so that it can be stopped and remedied. Your report is an important step in helping the company accomplish these very important goals and uphold its core Values of Integrity, Collaboration, Commitment to Quality and Operational Excellence.

### **Where do these reports go? Who can access them?**

Reports are entered directly on the EthicsPoint secure server. EthicsPoint makes these reports available only to a limited number of identified individuals at Amarin who are responsible for investigating them.

## **Reporting Security & Confidentiality**

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

Navex does not generate or maintain any internal connection logs with IP addresses, so there is no information that links your PC to EthicsPoint.

If you feel uncomfortable making a report on your work PC, you have the option of using your personal PC or device, or a third-party PC or device. Many people choose this option.

### **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.

**I am concerned that, even if I make an anonymous report, the information I provide EthicsPoint will ultimately reveal my identity.**

The EthicsPoint system provides the company only the information you provide in your report. To fully ensure your anonymity, make sure that you don't provide identifying information about yourself, such as "from my cube next to Jan Smith" or "in my 7 years with the company."

### **Is the telephone hotline also confidential and anonymous?**

Yes. In making a telephone report, you will be asked to provide the same information that you would provide in an Internet report and an interviewer will type your responses into the EthicsPoint Website. These reports have the same security and confidentiality measures applied to them during delivery.

### **What if I want to be identified with my report?**

There is a section in the report to identify yourself. If you are comfortable identifying yourself, it would help the company in its investigation.

## **Tips & Best Practices**

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

Our company promotes ethical behavior. All unethical conduct, at any level, ultimately hurts the company and all employees, including you. You only have to consider what has happened in corporate scandals you may have read about 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?**

File a report. EthicsPoint 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 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 EthicsPoint system and procedures for distributing reports ensure that implicated parties, including your boss, 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 company has further questions for me concerning my report?**

When you file a report at the EthicsPoint Website or through the EthicsPoint Call Center, you receive a unique, randomized number called a "Report Key" and are asked to choose a password. After making your report, you can return to the EthicsPoint system again, either by Internet or telephone and access your 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 requested by the company representative to answer their questions. This approach enables you and the company to conduct an "anonymous dialogue," where situations are not only identified, but can also be resolved, no matter how complex.

### **Are these follow-ups on the initial report as secure as that one?**

Yes, they are. All EthicsPoint dialogue with a reporter is held in the same strict confidence as the initial report, and if the initial report is made anonymously, the continuing dialogue remains anonymous.

**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?**

You can file an EthicsPoint report from any computer that can access the Internet. You can file from home. Many public locations, including the public library, have Internet computers. If you don't have access to or are uncomfortable using a computer, you can call the EthicsPoint toll- free hotline, which is available 24 hours a day, 365 days a year.