

TIFFANY & CO.

Frequently Asked Questions

Tiffany Alertline

What is the Alertline?

The Alertline is a resource for employees and other Tiffany & Co. (“Company” or “Tiffany”) stakeholders to report violations or suspected violations of the [Tiffany & Co. Business Conduct Policy](#), [LVMH Code of Conduct](#), [Supplier Code of Conduct](#) or other policies or applicable law. It is administered by a third-party vendor and is available 24 hours a day, 7 days a week.

Why do we have an Alertline?

At Tiffany, we believe that maintaining open channels of communication helps promote a positive work environment and foster a culture of integrity and ethical decision-making. The Alertline is made available to our employees and stakeholders so that concerns may be reported anonymously and to encourage communication and reporting.

When should I use the Alertline?

Employees and other Company stakeholders may report concerns about policy violations or potentially unethical or illegal behavior through the Alertline. If you have a concern about any of the following or otherwise become aware of something you think may be wrong, you may report it to the Alertline:

- Accounting, internal accounting controls or auditing matters;
- Ethical business conduct;
- Legal misconduct;
- Product counterfeiting or diversion;
- Bribery or corruption;
- Fraud or theft;
- Harassment;
- Discrimination;
- Safety or security;
- Clients, vendors, consultants, business partners or other intermediaries; or
- Other Company business.

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?

You should report both actual and suspected misconduct. Employees who report suspected violations in good faith will not be subject to retaliation, even if the concern ultimately proves to be unfounded.

How do I know whether to use the LVMH Alertline or the Tiffany Alertline?

As part of the LVMH Group, the LVMH Alertline is available to Tiffany employees and stakeholders as an additional reporting mechanism in addition to standard channels of communication and the Tiffany Alertline. You may submit violations—whether proven or suspected—of applicable laws or of the LVMH Code of Conduct or certain LVMH Internal Guidelines and Principles to the LVMH Alertline. If you have any concerns about such violations, you are encouraged to report to either or both Alert Lines.

The LVMH Alertline should not be used to deal with routine human resource issues (compensation, performance, etc.) which fall under the purview of employees' direct supervisors or the Company's Global Human Resource Department.

Couldn't I just raise my concern to my manager, security, or human resource partner instead?

As part of our open communications commitment, we encourage you to report your concern whether to any of those persons or otherwise. While you may, of course, bring any concerns forward to your manager or any other manager, we recognize that there may be circumstances when you are not comfortable doing so. The Alertline provides a confidential resource that is available to you as an alternative (in addition to the other alternatives set forth in [Tiffany's Business Conduct Policy](#)).

Is my concern kept confidential?

All reports submitted to the Alertline will remain anonymous unless the caller chooses to be identified, an employee's vital interest is at stake or identification is required by law. Within the Company, an employee's identity (if known) and the information the employee provides will be shared only on a need-to-know basis with those responsible for resolving the concern, unless the employee consents, an employee's vital interest is at stake or disclosure is required by law.

Is the telephone line anonymous too?

Yes. If you access the Alertline via telephone, you will be asked to provide the same information that you would provide in an online report and an interviewer will type your responses into the reporting system. These reports have the same security and confidentiality measures applied to them.

What if I want to be identified with my report?

There is a section in the report to identify yourself, if you wish.

How do I report concerns?

You can use the following methods to submit a concern in local language on an anonymous basis subject to applicable law:

- Telephone using the dialing instructions available at tiffany.ethicspoint.com
- Online at tiffany.ethicspoint.com
- Mobile device by scanning the following QR Code



What if I want to submit additional information about a report I submitted and have lost my report key or forgotten my password?

To ensure that confidentiality is maintained, if you lose your report key or password, you will need to file a new report. If you mention in the new report that it is related to a report or question you previously submitted, the reports will be linked once confirmed.