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### **About EthicsPoint**

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

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX to assist in addressing misconduct in the workplace while cultivating a positive work environment.

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

By creating open channels of communication, we can promote a safe and inclusive 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?**

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

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

The EthicsPoint system is designed for employees to report any violation of the Code of Conduct, or other concerns you may have.

#### **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 that you believe violates the Code of Conduct, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager, or other member of our management team. 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 EthicsPoint. We would rather you report confidentially and/or anonymously than keep the information to yourself.

#### **Why should I report what I know?**

We all have the right to work in a positive 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 ethically. By working together, we can maintain a healthy, safe, and inclusive environment.

**Does management really want me to report?** We certainly do. In fact, we need you to report. You know what is going on - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potentially negative impact on the program and its people. Additionally, offering positive input may help identify issues that can improve program culture and performance.

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

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach of security. EthicsPoint makes these reports available only to the Battelle Investigation Oversight Committee (IOC) and their deputies. The IOC consists of the Senior Vice President (SVP) General Counsel, SVP Human Resources, and the Chief Audit Executive. They will evaluate the report and determine the most appropriate way to proceed. All individuals, including anyone assigned to investigate the report, have been trained in keeping the reports and all related information in the utmost confidence.

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

No, the EthicsPoint system concentrates on being a positive aspect of our overall philosophy, and allows us to ensure a safe, secure, and ethical workplace. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today's workplace, and this is a great tool to enhance that communication. We have carefully chosen the best reporting tool to meet our compliance obligations while maintaining a positive reporting environment. EthicsPoint is a positive tool to allow you to provide vital information to Battelle ARO with regards to violations of the Code of Conduct or other compliance issues in a safe, confidential, and when necessary anonymous, manner.

## **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, 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. If you feel uncomfortable making a report on your work PC, you have the option of using a PC outside our work environment.

**Can I file a report from home and still remain anonymous?**

Yes, with any report you make, you have the option to remain anonymous. A report from home, a neighbor's computer, or any Internet portal will remain secure and, when chosen, 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 EthicsPoint system is designed to protect your anonymity. However, if you wish to remain anonymous, you - as a reporting party - need to ensure that the body of the report does not reveal your identity by accident. For example, "From my cube next to Jan Smith..." or "In my 33 years...". Additionally, when a report is investigated, the investigators exercise great care in maintaining confidentiality when interviewing a reporter, management, witnesses, and the subject of the report.

**Is the telephone toll-free hot line confidential and anonymous too?**

Yes. You will be asked to provide the same information that you would provide in an Internet-based 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 for identifying yourself if you wish. If you chose to identify yourself, the investigators will exercise great care in keeping your identity confidential.

## **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?**

Our company places great value on ethical behavior. So, 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 or program 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'd rather you report a situation that turns out to be harmless than let possible unethical behavior go unchecked because you weren't sure.

**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. Additionally, the reports are delivered to a cross-functional oversight group (Investigation Oversight Committee) including Legal, HR and Internal Audit to ensure objectivity and independence from the Program in addressing all reports.

**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 username and are asked to choose a password. You can return to the EthicsPoint system again either by Internet or telephone and access the original report to add more detail or answer questions posed by a company representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer any questions. You and the investigator now have entered into an “anonymous dialogue,” where situations are not only identified, but can also be resolved, no matter how complex.

**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.

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

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. Additionally, you can file an EthicsPoint report from any computer that can access the Internet, including from home. Many public locations, including the public library, have Internet accessible computers.