

What to Expect When Reporting a Concern Through Epic Staffing Inform

A safe space for you and your colleagues.

Epic Staffing Group is firmly committed to fostering a workplace that values transparency, trust, and the overall security of its employees, patients and clients. If you want to report any concerns of misconduct or voice out any issues affecting your safety and well-being, you can do so safely, anonymously, and securely through Epic Staffing Inform. Epic Staffing Inform is a safe space designed to empower you to speak up and be a positive contributor to our culture.

We want you to feel heard. Epic Staffing Inform is available 24/7 for the safety and well-being of you and your colleagues.

When you submit a report through our Online Submission Form or by phone, here is what you can expect:

1. Confidentiality and Anonymity

Confidential Reporting: Epic Staffing Inform is designed to protect your identity. Reports can be made anonymously if you choose, and your information will remain secure throughout the process.

2. What to Include in Your Report

- Please note which Company this concerns.
 - If you are an employee or contractor on assignment, select the Company you work for.
 - If you are a corporate employee, it concerns multiple companies, or you're not sure, select "Epic Staffing Group Corporate."
- A clear description of the issue, including dates, times, and locations.
- The names of individuals involved or witnesses, if known.
- Any supporting documents or evidence, such as emails or photographs, if applicable.

3. Acknowledgment of Your Report

Once your report is submitted, you will receive a **unique report key. Please keep this number, as this allows you to follow up on the status of your concern or provide additional information.**

4. Investigation Process

- **Thorough Review:** Your report will be reviewed by trained professionals to determine the next steps.
- **Fair and Impartial Investigation:** Investigations will be conducted with the utmost fairness, respecting the rights of all parties involved.
- **Timely Updates:** You may receive updates on the progress of the investigation, depending on the nature of the concern.

5. No Retaliation Policy

Epic Staffing Group does not tolerate retaliation against anyone who, in good faith, reports known or suspected unethical or illegal misconduct, seeks advice, raises a concern, or provides information in an internal and external investigation or legal proceeding pertaining to the company. Retaliation is a violation of company policy and will be addressed promptly.

6. Outcome and Resolution

Upon conclusion of the investigation, appropriate actions will be taken to address the concern. Due to confidentiality, specific details of the resolution may not always be shared.

7. Employee Support and Resources

If you need assistance or have questions about the reporting process, or for additional resources on ethical behavior and company policies, our Compliance & Ethics Department is available to help – reach out to compliance@epicstaffinggroup.com any time!

Using Epic Staffing Inform ensures that your voice is heard and contributes to a positive and ethical workplace. Thank you for your commitment to upholding our values!