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ABOUT EPIC STAFFING INFORM

What is Epic Staffing Inform?

Epic Staffing Inform uses the NAVEX EthicsPoint website as a comprehensive and confidential reporting tool to assist management and employees work together in addressing fraud, abuse, and other misconduct in the workplace, all while cultivating a positive work environment. It is a safe space designed to empower you to speak up and be a positive contributor to Epic Staffing Group's culture.

REPORTING – GENERAL

May I report using either the Internet or the telephone?

Yes. With Epic Staffing Inform, 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 Epic Staffing Inform system is designed for employees to report any violation of our stated Code of Conduct or company policies, issues you may have while on assignment, 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 our 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 Epic Staffing Inform.

Why should I report what I know? Does management really want me to report?

We all have the right to work in a positive environment, and with that right comes the responsibility to act ethically and speak up if someone is not. Reporting concerns helps maintain a healthy and productive workplace.

Management not only wants you to report but needs you to. You have a unique perspective and may be the first to notice activities that require attention. By reporting, you help minimize potential negative impacts on the company and its people. Additionally, your positive input can help identify opportunities to improve culture and performance. Together, we can create an environment where everyone thrives.

Where do these reports go? Who can access them?

Reports are entered directly on the NAVEX EthicsPoint secure server. NAVEX makes these reports available only to specific individuals within the company who are charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

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

No. Epic Staffing Inform is a positive aspect of our overall philosophy that 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.

REPORTING SECURITY & CONFIDENTIALITY

It is my understanding that any report I send from a company computer generates a server log that shows every web-site that my PC connects with, and won't this log identify me as a report originator?

NAVEX EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to Epic Staffing Inform is available.

If you feel uncomfortable making a report on your work PC, you have the option of using a PC outside our work environment (such as one located at an Internet café, at a friend's house, etc.) through the Epic Staffing Inform secure website. Many people choose this option, as NAVEX's data shows that fewer than 12% of reports are generated during business hours.

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 NAVEX EthicsPoint system strips away Internet addresses so that anonymity is totally maintained.

I am concerned that the information I provide Epic Staffing Inform will ultimately reveal my identity. How can you assure me that will not happen?

The Epic Staffing Inform system through NAVEX EthicsPoint 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…".

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 Epic Staffing Inform Web site. 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.

TIPS & BEST PRACTICES

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. Epic Staffing Inform 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 Epic Staffing Inform system and report distribution are designed so that implicated parties 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 Epic Staffing Inform website or through the Epic Staffing Inform Call Center, you receive a unique, randomized number called a "Report Key" and are asked to choose a password. You can return to the Epic Staffing Inform 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. You and the company 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 Epic Staffing Inform 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?

You can file an Epic Staffing Inform 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 Epic Staffing Inform toll- free hotline, which is available 24 hours a day, 365 days a year.