

Ask questions...
Make informed decisions

Types of issues to report:

- Discrimination or harassment
- Conflicts of interest
- Theft/fraud/bribery
- Environmental/safety
- Gifts/entertainment
- Accounting/financial
- Code violations
- Policy violations

Our Helpline allows employees to confidentially ask questions or report concerns without the fear of retaliation.

The reputation of
a team...



...is built on the integrity
of the players.

Concerns? Questions?
The Helpline is available 24/7.



844-286-6021



pandj.ethicspoint.com



Upholding our values

We expect all employees to uphold our Values and Code of Conduct by doing the right thing and complying with company policies, applicable laws, rules and regulations of the places in which we operate worldwide.

**It isn't always simple.
It isn't always clear.**

Our responsibility:

- Ensure all individuals can freely ask questions,
- Raise concerns without the fear of retaliation, and
- Address the issues raised

Your responsibility:

- Ask questions first
- Use your internal resources to file a report
- Follow-up on reports and requests for guidance

The Helpline process for reporting concerns

Who to contact

- Your manager or supervisor
- Human resources
- Company compliance officer
- The Helpline

What is it?

A third party provided, confidential reporting system established to receive your questions or reports of suspected wrongdoing.

How?

- By phone:
844-286-6021
- By internet:
pandj.ethicspoint.com

When?

- 24 hours/day – 7 days a week
- Toll free
- Calls are not recorded or traced

What happens?

By phone:

- Follow the telephone prompts
- A communication specialist will ask a series of questions
- Receive report and PIN number for follow-up

By internet:

- Follow the website prompts
- Respond to the on-line questions
- Receive report and PIN number for follow-up

Feedback?

Follow-up using your report and PIN number on or after the follow-up date provided.