

SEE SOMETHING? SAY SOMETHING!

COMMUNICATION CHANNELS FOR REPORTING SUSPECTED UNETHICAL BEHAVIOR

Speak up! Your company is depending on you!

Our expectation is that everyone feels comfortable speaking up with respect to ethical concerns, including all types of abuse and fraud, and is provided several opportunities to do so including a confidential avenue. We all benefit tremendously when you ask the right question(s) and raise the right issues.

From a practical perspective, you are encouraged to address such issues with your manager or HR, as most problems can be resolved quickly. But this may not always be the best way forward, so we want to have several options to have your voice heard.

In addition, we are committed to investigating all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, we will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethical concerns in good faith.



Is suspected or known abuse/neglect occurring?
Report **immediately** to shift supervisor and follow internal abuse policy.

During investigation, we will maintain confidentiality throughout all pathways to the furthest extent possible. Please know, in some circumstances, confidentiality may not be able to be maintained.

