

## A reporting program to ensure integrity in our workplace.

Our Confidentially Speaking reporting program guarantees enterprise employees, customers, vendors, and the public can safely and anonymously, without fear of retaliation, report a concern or communicate with management regarding sensitive information.

### Why did we implement this program?

We recognize the need to provide this service not just for corporate governance, but to help us gain valuable feedback to alert leadership of **inappropriate, unethical, or unlawful conduct** that goes against our core values.

Everyone has an obligation to immediately report conduct inconsistent with our core values. No one will engage in, tolerate, or condone retaliatory behavior for using this program.

### How does it work?

If you know or hear about unethical or unlawful activity, report the situation promptly to Confidentially Speaking via website, mobile form or phone. Each method is 100% anonymous.

### Possible categories of unacceptable activities and unethical behavior:

- Conflict of interest
- Falsification of information
- Release of proprietary information
- Fraud, deceit, and embezzlement
- Securities violations
- Theft, safety concerns, company policy violations
- Discrimination and harassment
- Retaliation for reporting based on findings
- Unequal or differential treatment based on protected characteristics
- Accounting, auditing, and financial concerns



### How to Report

*If you have a customer service need related to your TASC account, please submit a support request by logging into your account at [www.tasconline.com](http://www.tasconline.com) and clicking on Contact Us, or call 800-422-4661.*

#### **tasconline.ethicspoint.com**

If you need to report unethical or unlawful activity, you can visit [tasconline.ethicspoint.com](http://tasconline.ethicspoint.com). You'll be walked through each step and there is a place to upload supporting documents. To receive follow-up information, create a password.

#### **(844) 716-1734**

You can also call (844) 716-1734. A trained representative will interview you. The EthicsPoint toll-free hotline is available 24 hours a day, 365 days a year.

#### **Mobile Form**

To access the mobile intake site: open the camera app on your smart phone or mobile device, focus the camera on the QR code to the left, and follow instructions on the screen to take you to the mobile intake form at [tasconline.navexone.com](http://tasconline.navexone.com).

### After Reporting

After you complete your report you will be assigned a unique code called a report key. Write down your report key and password. After 5-6 business days, use your report key and password to check your report for feedback or questions. If you lose your report key or password, you will need to file a new report.

*Reported issues are fully investigated and escalated as necessary. The enterprise will take appropriate action against any person found to violate policy, or any applicable law. Any retaliation as a result of the report findings will not be tolerated. Confidentially Speaking is administered by Navex Global, an independent organization contractually obligated to maintain confidentiality and not disclose personal information.*