

## Some Common Examples of Unethical, Illegal, and Irresponsible Acts:

- Harassment/discrimination
- Workplace retaliation
- Wrongful termination
- Creating or ignoring safety or environmental hazards
- Threats to personal safety
- Use or sale of illegal drugs
- Accounting and auditing irregularities
- Theft, Fraud and Shoplifting
- Conflicts of interest
- Destroying, altering, or falsifying company records
- Disclosure of proprietary information
- Misuse of company assets including theft, fraud, waste, abuse and unauthorized discounts
- Bribery
- Violations of antitrust, environmental or other governmental compliance regulations
- Securities matters / Insider trading

## The Benefits of Maintaining High Standards of Business Conduct

- Help maintain a moral and ethical workplace
- More pleasant working conditions
- Increased safety and security
- Help maintain your organizations/ companies success
- Increase the atmosphere of trust and mutual respect

## Completely Confidential Option:

If you don't feel comfortable discussing the problems with management, please call:

**The Emarico EthicsLine.**

This service is not intended as a substitute for speaking directly with management but it is an option that is always available 24/7.

### The Emarico EthicsLine

**1-877-208-8383**

24 Hours A Day · 7 Days A Week

**www.emarico.com**

Click on the Emarico EthicsLine link.

### Here's what happens when you call:

1. You are greeted by a friendly Interviewer who documents the situation with you in detail. Your call is never recorded and in certain circumstances you don't have to give your name.
2. The Interviewer assigns a report number to you and asks you to make a follow-up call.
3. The information is then relayed to your company's management to investigate your concern.
4. You may call for a follow-up by using the report number and scheduled call back date given to you by the Interviewer. During the follow-up call you may be asked additional questions or asked if you wish to add any additional information.

That's all it takes to Speak Up. In just a few minutes you've done your part to make your organization a better place to work.

# SPEAK UP!



You are a critical part  
of maintaining an ethical,  
safe and secure workplace.

## Why Is Ethical Business Conduct So Important?

High standards are more than a slogan or catch phrase – they are a way of doing business.

Maintaining high standards means conducting yourself and business ethically and legally.

Our adherence to those standards is a key component in building a reputation for excellence and integrity.

## Why Should I Care About Business Issues?

Losses due to illegal, unethical, and irresponsible activities can affect all of us. We pay in many ways.

- Our personal safety and security can be jeopardized.
- It can ruin reputations, destroy families, or cause loss of employment.
- It can cause economic loss and business failure.

But most importantly, you should care because violations of ethical business conduct make everyone a victim. The negative impact on you personally and professionally can be severe.

“ When you think before you act, and make the right decision, you uphold high standards – and set a good example for others to follow. ”

## What’s My Part - Step #1: THINK

If you find yourself in a situation that makes you uncomfortable **Speak Up!** Also, consider your own behavior. If you have doubts about what to do or what is being done in certain situations, ask yourself these questions:

- Is it illegal?
- Could it cause loss or harm to you, other employees, customers, or the company?
- Does this action violate company policy or its’ code of business ethics?

## If you answer “yes” to any of these questions...SPEAK UP!

If you are still unsure, don’t take chances. Talk it over with any member of management or call:

**The Emarico EthicsLine (1-877-208-8383).**

It could be one of the most important decisions you ever make.



## What’s My Part - Step #2: SPEAK UP

Unfortunately, people don’t always make the right decision. If you have been put in a questionable situation or become aware of unethical, illegal, or irresponsible activity, don’t ignore it.

- **Drop a hint.**  
Say something that expresses your concerns and awareness. You have a right to a workplace free of hostility, coercion, and retaliation. You can also have a powerful influence on others. Reminding someone to think before acting may help prevent them from making a big mistake.
- **Report it.**  
If the situation doesn’t improve or “dropping a hint” is not appropriate, don’t keep it to yourself. Ignoring a problem only allows it to grow more costly and frustrating.
- **Don’t assume.**  
Management can’t take action if they are not aware of the situation. Speak Up!

“ If you ever have a concern or question regarding unethical, illegal, or irresponsible activity discuss it with any appropriate member of management or call the Emarico EthicsLine. ”