

SAFER TOGETHER.
STRONGER TOGETHER.
BETTER TOGETHER.



When we follow Jefferson's Code of Conduct, we can build a successful organization. Together we can protect our values and our outstanding reputation. Your role on our team is to speak up if you know of or suspect any unethical behavior. Our role is to listen.

**Together, we can
Do the Right Thing.**



Online:
Jefferson.mycompliancereport.com

Phone: **1-833-ONE-CODE**
(6 6 3 - 2 6 3 3)

Contact the alert line to safely report violations or get more information.

BETTER TOGETHER.

Together, we can accomplish remarkable things. Only by working as a team to protect our values can we build a successful organization. Your role on the team is simple: always strive to do the right thing in every situation, and speak up if you know of or suspect any unethical behavior. Our role is to listen and to correct the situations you bring to light.

If you have concerns about unethical behavior, you have options to file a report.

- **Your immediate supervisor** is a large part of the team. Part of his or her role is to maintain an open door, and he or she is often the best option to get answers to your questions.
- **A Higher-Level Manager or Leader** is your next resource if your immediate supervisor cannot handle your concern.
- **Your local Compliance Office, Human Resources, or Office of Legal Affairs** are resources to answer questions or provide guidance for your concerns.
- **Jefferson's Alert Line** is a confidential and easy-to-use tool that is always available for you to report concerns. You may file a report without giving your name or contact information when using Jefferson's Alert Line.

What You Need to Know about the Alert Line:

- An outside company that is not related to Jefferson manages the alert line 24 hours a day, seven days a week.

Online:

[Jefferson.mycompliancereport.com](https://jefferson.mycompliancereport.com)

CONFIDENTIAL, EASY-TO-USE AND ALWAYS AVAILABLE.

- You can call the Alert Line at **1-833-ONE-CODE** (1-833-663-2633) or file a report online at **Jefferson.mycompliancereport.com**. The system does not record calls, trace reports, or use caller ID.
- If you decide not to provide your name and contact information, the system will assign you a reference number, password, and a contact date. If you think of something else or additional events occur after you've completed your initial report, you can follow up using your reference number and password. We will contact you through the system to request additional information needed to resolve your report.
- Whether you file a report online or over the phone, the system will prepare a report and forward it to your local Compliance Office that will review the report and take appropriate action.

Contact the alert line at any time to speak up about such issues as:

- Theft, fraud, or any other form of dishonesty
- Harassment or discrimination
- Accounting or financial irregularities
- Potential violations of law, regulations, policies or procedures.

The alert line operators will not be able to answer questions directly. If you have questions, concerns, or suggestions about normal operating procedures, please raise them directly to your supervisor.

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