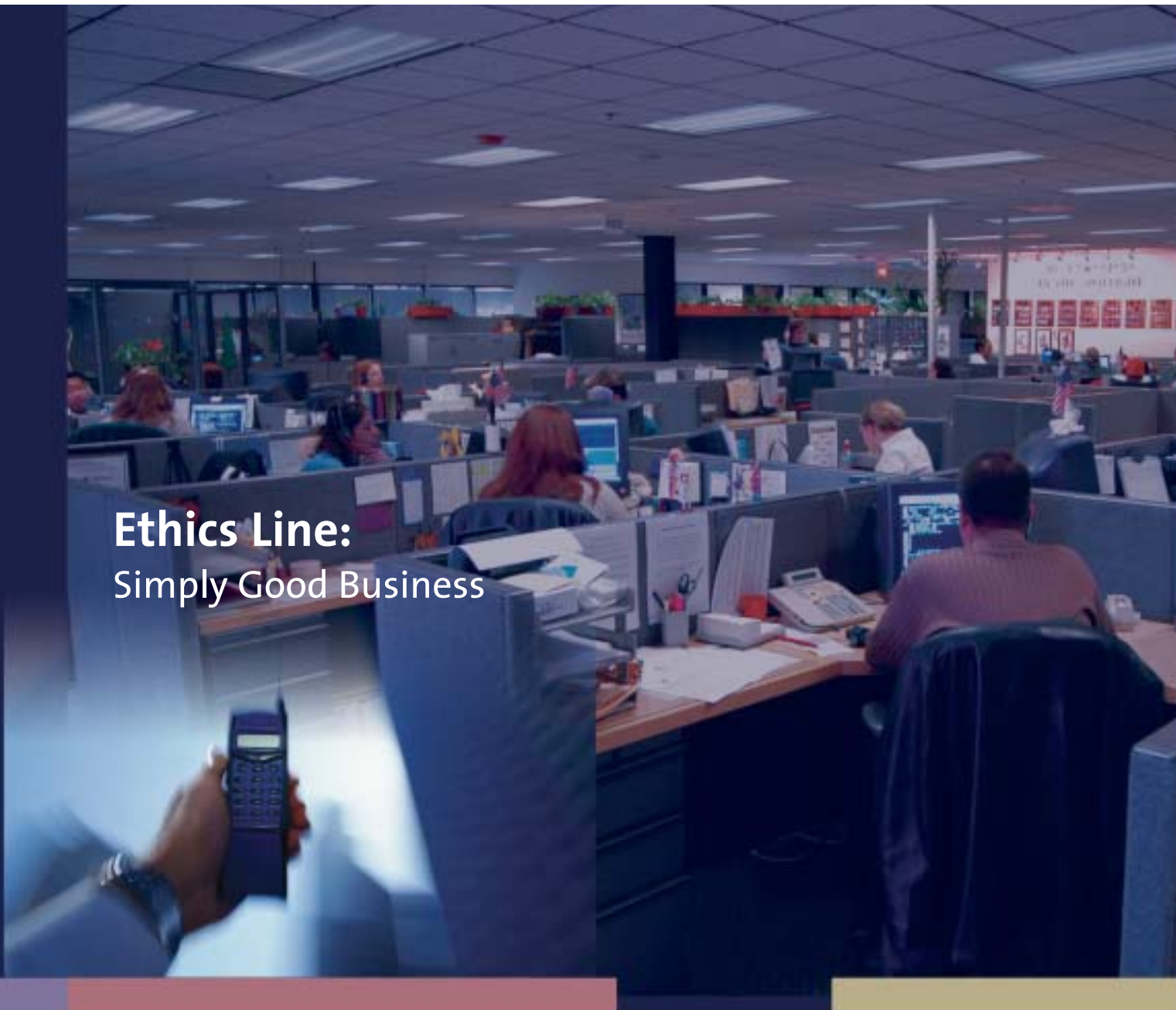


Uphold our standards in every aspect of your role in our company. Come forward if you feel that our standards are being compromised. If any situation at work makes you feel uncomfortable, speak with your supervisor, or for that matter, any member of management. Such situations may pertain to:

- Theft and fraud
- False financial reporting
- Abuse of company resources
- Copyright violations
- Disclosure of confidential information
- Insider trading
- Conflicts of interest
- Bribes, kickbacks or improper gifts
- Alcohol or drug abuse
- Harassment or discrimination
- Environmental, health and safety laws
- Threats or violence
- Code of Business Conduct & Ethics violations

Or, if you feel more comfortable reporting your concerns anonymously to a neutral third party, you may do so by calling Ethics Line.



## Ethics Line: Simply Good Business

In 2002, legislation was signed into law to increase the accountability of corporations for their actions.

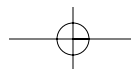
But for us, this legislation is simply an affirmation of the way we have always done business — with dignity, respect for the community and integrity. To us, "corporate accountability" signifies the same strong ethical standards that we have always embraced.

### Ethics Line

Call 866-230-3579

Toll-free, day or night, anonymous

Refuse to stand by quietly if you feel that our standards are being compromised.





We ask that you continue to uphold our standards in every aspect of your role in our company. You can help, not just by acting with integrity, but by refusing to stand by quietly if you feel that our standards are being compromised. If any situation at work makes you feel uncomfortable, speak with your supervisor. Such situations may pertain to:

- *Theft and fraud*
- *False financial reporting*
- *Abuse of company resources*
- *Copyright violations*
- *Disclosure of confidential information*

- *Insider trading*
- *Conflicts of interest*
- *Bribes, kickbacks or improper gifts*
- *Alcohol or drug abuse*
- *Harassment or discrimination*
- *Environmental, health and safety laws*
- *Threats or violence*
- *Code of Business Conduct & Ethics violations*

Or, if you feel more comfortable reporting your concerns to a neutral third party, you may do so by calling Ethics Line.

### Ethics Line

Ethics Line provides a method by which employees can report concerns of unethical activity anonymously without fear of retaliation. It is toll-free and available around the clock, every day. No call-tracing or recording devices are ever used, and if you wish, you may remain completely anonymous. Just call **866-230-3579** to report your concerns.

When you call Ethics Line, a trained Communication Specialist, who does not work directly for our company, asks you a series of questions to better understand the nature of your concern. The Specialist prepares a report that is forwarded to our Corporate Compliance Officer for review, and if necessary, investigation.

The Ethics Line Communication Specialists are experts in both collecting the right information on incidents you report and protecting you. They act only as unbiased, third-party professionals concerned with your best interests and your company's success.

At the end of your call, you are given a report number, PIN and call-back date, after which you may follow-up on your report. Simply reference the identification number when you call. If additional information is needed from you, you will be asked for it when you call back.

Ethics Line is not intended to be a substitute for meaningful communication between you and your supervisor or manager. If you have questions or concerns regarding normal operating procedures or suggestions for making your workplace more comfortable or efficient, please bring them directly to him or her.

