



COMPLIANCE HOTLINE REPORTING SERVICE

The purpose of this service is to ensure that any individual wishing to submit a report anonymously can do so without the fear of retribution.

Employees are encouraged to use the hotline service in cases where their anonymity is desired. Please follow the company standard practices for all reports or issues not requiring anonymity.

Reports may cover but are not limited to the following topics:

Ethical Violations	Wrongful Discharge	Violation of the Law
Unsafe Working Conditions	Internal Controls	Misuse of Company Property
Quality of Service	Vandalism and Sabotage	Violation of Company Policy
Sexual Harassment	Theft	Improper Conduct
Discrimination	Conduct Violations	Theft and Embezzlement
Alcohol and Substance Abuse	Threats	Bribery and Kickbacks
Fraud	Conflict of Interest	
Falsification of Contract, Reports or Records		

Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law by lighthouse. However, your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to a company designee for investigation according to our company policies.

Lighthouse Service's toll free number and other methods of reporting are available 24 hours a day, 7 days a week for use by employees and staff.

- **Telephone:**
 - English speaking USA and Canada: (855) 400-6002 (not available from Mexico)
 - Spanish speaking North America: (800) 216-1288 (from Mexico user must dial 001-800-216-1288)
- **Website:** www.lighthouse-services.com/choicemg
- **E-mail:** reports@lighthouse-services.com (must include company name with report)
- **Fax:** (215) 689-3885 (must include company name with report)

Regards,

Sharla Greiner, CHC
Compliance Officer/Privacy Officer