



What is VERIFI™?

VERIFI™ is the **independent third-party Hotline provider** chosen by our company. This service is designed to improve communication and allow any employee to report what they see regarding fraud, theft, conduct that risks or misuses the organization's finances or assets, inappropriate vendor or client arrangements, conflicts of interest, company policy violations, falsification of financial records, or any ethical violation. All reports are on an anonymous basis, so you can be free of any fear of retribution or lack of confidentiality.

- You can make a difference by reporting actions that may negatively affect productivity, profitability, morale and safety.
- The people at VERIFI™ will complete a report that includes the information you share. They will not provide your identity.
- We will then take the appropriate investigative or other action on the information that we are provided by the people at VERIFI™.
- You may follow-up with VERIFI™ to understand how your concerns were addressed.
- This helpline is not intended to take reports on general workplace dissatisfaction or similar complaints and is not an emergency reporting line. Please, if an emergency exists, contact the correct authorities for immediate attention.
- Keep in mind that this is completely anonymous, and we will not know your identity, unless you wish to share it.

VERIFI™ is available 24 hours a day, 365 days a year.

- Visit www.verifihelpline.com and click on "File a Report". The website will walk you through a series of questions, and you will not be required to speak with anyone.
- If you wish to discuss the matter with someone, you can call the toll-free helpline at 1-855-5Verifi (**1-855-583-7434**). A trained professional will listen to you and take your report over the phone.

If you have any questions about the VERIFI™ service, please contact us.