

**Company Name**

**Compliance Program:**

**Reporting Misconduct**

**Policy**

Report any information or suspicions you have about possible misconduct by employees or Company vendors.

**Guidelines**

Misconduct by employees or vendors can involve violations of:

- ◆ Federal and state laws and regulations
- ◆ The Company's contractual obligations
- ◆ Company policies, including the [Code of Conduct](#)
- ◆ Ethical business practices

**Compliance Steps**

1. Report any and all possible misconduct to your manager.
2. If you are uncomfortable reporting the misconduct to your manager, suspect your manager is involved in the misconduct or have already reported the misconduct and believe it has not been fixed:
  - ◆ Report the misconduct to another person in the management team
  - ◆ Call Human Resources if it involves a human resources issue
  - ◆ Call the Compliance Hotline

<b>Policy Owner:</b>		<b>Effective Date:</b>	
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