| **Channel** | **Available To…** | **Data Sharing** | **Description/Purpose** | **Contact When…** | **Contact Method(s)** |
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| **Ethics** | All parties, internal and external | Reports shared with Legal and head of Compliance team for disposition | Tool for reporting possible illegal, unethical, or improper conduct, as outlined in the Code of Conduct. Supports anonymous reporting. | If you feel you cannot discuss the issue with anyone at the organization, or, the organization’s external legal counsel, you may submit a report to our and phone-based reporting system  which is NOT a 911 or Emergency Service: If you require emergency assistance, please contact your local authorities. | Number and website |
| **Coaching** | Employees | No organization involvement apart from aggregated usage data | Organization employees seeking confidential lifestyle coaching | Employees seeking to developing personal wellness goals. Note, as the sessions are confidential, any workplace-related complaints will not be addressed directly by the organization. | Number and website |

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| **Employee Assistance Program** (EAP) | All Employees | No organization involvement apart from aggregated usage data | Offering counseling, crisis support, and referral services along with a wide range of tools and resources. | Employees seeking counseling, crisis support, or referral services along with a wide range of other tools and resources for such matters.  Note, as the sessions are confidential, any workplace-related complaints will not be addressed directly by the organization. | Number and website |
| **Managers** | All Employees | Shared with HR and/or Legal team if appropriate | Channel for disclosing concerns regarding policy violations, discrimination, code of conduct, or any other issues pertaining to inappropriate conduct both internally and externally | You are strongly encouraged to report any concerns regarding employee or external party behavior directly to your manager.  All employees are required to report organization policy violations to their manager, HR, Legal, or other appropriate channel. | Email, phone call, etc. |
| **HR** | All Employees | Shared with Legal team if appropriate | Channel for disclosing concerns regarding policy violations, discrimination, code of conduct, or any other issues pertaining to inappropriate conduct both internally and externally | Policy violations, general concerns regarding employee or external party behavior, including those an employee may not wish to disclose to their manager. All employees are required to report organization policy violations to their manager, HR, Legal, or other appropriate channel. | Number and website |

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| **Legal** | All Employees | Shared with HR and/or Legal team if appropriate | Channel for disclosing concerns regarding policy violations, discrimination, code of conduct, or any other issues pertaining to inappropriate conduct both internally and externally | Concerns an employee does not wish to disclose directly to their manager or HR. All employees are required to report organization policy violations to their manager, HR, Legal, or other appropriate channel. | Number and website |
| Leadership Contacts | All employees and parties, internal and external | Sha  red with HR and/or Legal team if appropriate | Channel for disclosing concerns regarding policy violations, discrimination, code of conduct, or any other issues pertaining to inappropriate conduct both internally and externally | If direct discussions with the party involved, HR, your manager, or legal team do not resolve the matter or are not possible, you can speak to any of these individuals, who are familiar, and committed to ensuring compliance, with the organization’s Code of Conduct. | Number and website |

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| **Ombuds Team** (hosted by an outsourced partner) | All employees | No organization involvement apart from usage and review of aggregated data to identify and qualify systemic issues | Confidential, independent, impartial, and informal channel to listen and help staff think through possible solutions to challenges at work. | If you're not sure where to go and you'd like to talk through a workplace concern in private with confidential, impartial, independent and informal third party. | Email, Phone,  and website |

A note about retaliation, regardless of reporting channel: Employees who in good faith report a Harassment or Code of Conduct policy violation complaint are protected from retaliation. Employees who participate in the resolution of a complaint for harassment or code of conduct violation are also protected

from retaliation