



THE ART & SCIENCE OF BUILDING

Our company provides a reporting hotline for employees and subcontractors to anonymously report any of the following incidents:

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

Regular business issues and matters not requiring anonymity should be directed to the Clayco employee's supervisor or the subcontractor's supervisor.

## **ANONYMOUS REPORTING HOTLINE**

**All calls are confidential and the identity of the caller will remain anonymous.**

# **CALL 877-472-2110**

For more information about subcontractor compliance requirements go to <https://claycorp.com/subcontract2/>

For more information for Clayco employees see your Employee Handbook available on AXIS

A service provided by Lighthouse Services, LLC.



Lighthouse is a worldwide, anonymous reporting provider that helps companies identify improper behavior. We are committed to protecting the confidentiality and anonymity of parties who use our system. You may make a report anonymously if you choose to do so. 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. However, your identity may become known during the course of the investigation. Complaints are submitted by Lighthouse to Clayco's designee, and may or may not be investigated at the sole discretion of Clayco.