

FAIRNESS AND CONFIDENTIALITY NOTICE TO THOSE WHO PARTICIPATE IN INVESTIGATIONS

You have been asked to help in an internal company investigation. You may be interviewed, asked to provide documents, computer files and other records, or to help in some other way. Internal investigations are a key part of our commitment to conducting business with integrity. As a participant in an internal investigation, there are certain points that you need to know:

1. **Cooperate.** You should cooperate fully, with complete candor, and respond to all questions and requests honestly.
2. **Keep it confidential.** You must keep the investigation and anything discussed with you as part of the investigation confidential. Do not discuss the investigation with *anyone*, except as directed by your Ethics Officer or the person interviewing you. This includes bosses, spouses, best friends, subordinates—anyone!
3. **No retaliation.** The company does not tolerate any type or threat of retaliation against anyone who reports a violation or cooperates in an investigation.
4. **Don't ask "who?"** Do not ask who has reported a violation or who has cooperated in the investigation. Any attempt to discover the identity of any such person is prohibited.
5. **Don't play detective.** Do not try to draw any conclusions as a result of your interview about "who has done what," other than as requested during the interview, or by your Ethics Officer. We want to protect the reputation of anyone involved in the investigation.
6. **No obstruction.** Never attempt to interfere with or obstruct an investigation. Retain all records relating to the investigation until advised to do otherwise by your Ethics Officer.
7. **Counsel for the company.** If an attorney from the company's Law Department is conducting the investigation, read and be sure you understand the letter explaining counsel's role. The lawyers in the Law Department represent the company, and not you as an individual.
8. **Continuing duty.** If you learn of or remember anything additional relating to this investigation after your interview, or you have reason to believe any of the requirements noted here are being violated, call your Ethics Officer or the helpline immediately.
9. **Remember our *Code of Ethics and Standards of Business Conduct*.** This investigation is part of the company's commitment to that *Code*. Let the *Code* be your guide when you have questions about this investigation, or about other aspects of business conduct.

If you have any questions relating to these requirements, you may call your Ethics Officer at XXX-XXX-XXXX. Your compliance with these requirements is imperative. Violations can result in severe discipline, and can expose the violator to serious potential liability.

Name _____ Sign _____ Date _____