



Day&Zimmermann

We do what we say.®

Policy: No Retaliation Against Whistleblowers

Policy No.: 1413

Responsible Officer: Senior VP, Human Resources

1.0 Purpose

This Policy is intended to comply with any federal, state or municipal law that provides “whistleblower” protections to current or former employees. To the extent any aspect of this policy is in conflict with a statutory or regulatory provision pertaining to whistleblowing activity, that statute or regulation shall control.

2.0 Guidelines

A whistleblower is an employee who reports an activity that he/she reasonably believes to be illegal. If an employee believes that the Company, or one of its employees, is engaging in illegal activity, including activities constituting waste, fraud, or abuse, they must report those concerns to the employee’s direct manager, to an ethics officer, or to the Ethics Help Line at 1.877.319.0270 or by visiting <https://dayzim.ipm.starcompliance.com>. The Company’s whistleblower policy is interpreted consistently with its policies on Equal Employment Opportunity and Non-Discrimination and Harassment. An investigation into any reported incident of illegal activity will follow the procedures set forth in the Company’s [Equal Employment Opportunity and Non-Discrimination and Harassment policies](#). Any person found to have retaliated against an individual for reporting, in good faith, an alleged illegal activity or for participating in an investigation of allegations of such conduct will be subject to appropriate disciplinary action.