



LIGHTHOUSE

Obtaining Information. Delivering solutions.

An Ethical Workplace is your call!

ANONYMOUS REPORTING HOTLINE 833-290-0001

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

or visit:

www.lighthouse-services.com/jcmcorp



JCM Engineering Corporation provides a reporting hotline for employees to anonymously report any of the following incidents:

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

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

A SERVICE PROVIDED BY **LIGHTHOUSE SERVICES, INC.**

Confidentiality Commitment

Lighthouse is an independent provider that assists your company to identify improper activity. We are committed to protecting the identity of all persons who use our secure reporting system. Reports are submitted by Lighthouse to the company's designee, and may or may not be investigated at the sole discretion of the company. Although we will not disclose your identity without your express permission, it is possible that your identity may be discovered during an investigation of the matter reported because of information you have provided.