

Hotline & Reporting Awareness Materials

Your Options

- Posters
- Wallet Cards
- Brochures

Customization

(For all materials)

- Your Company Logo
- Phone Number to Your Hotline
- URL for Your Webform
- QR Code for Your Webform

Other Customizations

(On specified materials. Look for these icons)

Sizing Alterations



Text Changes



Text Translations



Change Colors



Image Changes



POSTERS

Poster 1: Better Together



BETTER TOGETHER



Together we can uphold our values and maintain a culture of integrity. **Together** we can be successful.

Do your part and speak up if you see or suspect any unethical behavior.

We're here to listen.

Report it anonymously
1(800)-XXX-XXXX

The operator will give you a reference number so that you may follow-up.

ETHICO | www.ComplianceLine.com



Poster 2: Up at Night



What keeps you
UP AT NIGHT?



Is it something concerning that happened at work?

Report it anonymously
1(800)-XXX-XXXX

The operator will give you a reference number so that you may follow-up.

ETHICO | www.ComplianceLine.com



POSTERS

Poster 3: Say Something



SAY SOMETHING!



If you see or hear any **illegal or unethical behavior**, don't keep it to yourself.

Report it anonymously
1(800)-XXX-XXXX

The operator will give you a reference number so that you may follow-up.

ETHICO | www.ComplianceLine.com



Poster 4: Diversity = Strength



**DIVERSITY
=
STRENGTH**



Help us maintain a **diverse** and **inclusive** environment.

Speak up if you see or suspect any unfair treatment or discrimination.

Report it anonymously
1(800)-XXX-XXXX

The operator will give you a reference number so that you may follow-up.

ETHICO | www.ComplianceLine.com



POSTERS

Poster 5: Diversity is Our Strength



Diversity is our Strength

Help us maintain a **diverse** and **inclusive** environment.

Speak up if you see or suspect any unfair treatment or discrimination.

1(800)-XXX-XXXX

Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24/7. You do not have to give your name. The operator will give you a reference number so that you may follow-up.

ETHICO www.complianceline.com

The poster features a group of seven diverse people sitting on a white ledge against a white brick wall. The text is in blue and white on a dark blue background at the bottom.



Poster 6: You Should Speak Up



You should speak up!

If you see or hear any **illegal** or **unethical behavior**, don't keep it to yourself.

Say Something!

1(800)-XXX-XXXX

Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24/7. You do not have to give your name. The operator will give you a reference number so that you may follow-up.

ETHICO www.complianceline.com

The poster features a large megaphone graphic on the right side. The text is in blue and white on a blue background.



POSTERS

Poster 7: Make a Difference



Make a Difference

and report unethical and illegal incidents. Anonymous tips are a common way in which important issues like harassment, discrimination, and violations to standards of conduct are detected.

1(800)-XXX-XXXX

Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24/7. You do not have to give your name. The operator will give you a reference number so that you may follow-up.

ETHICO www.complianceline.com



Poster 8: Make the Right Call



ETHICO

MAKE THE RIGHT CALL

If you get the sense that something isn't right at work, take action and say something. Whether it is a question you want to ask or a concern over unethical or illegal activity you want to report, **MAKE THE RIGHT CALL** and say something.

UNSURE HOW TO MAKE THE RIGHT CALL?

Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24 hours a day, 7 days a week. You do not have to give your name. Our interviewer will relay the details to your company and give you a reference number you can use to follow-up.

Call: 1(800)234-567



POSTERS

Poster 9: Speak Out - 1



ETHICO

SPEAK OUT!

If you see or hear any illegal or unethical behaviour, don't keep it to yourself **SPEAK OUT!** Everyone's action impacts a company - especially if it is irresponsible, unethical or illegal. **SPEAK OUT!** and report any incidents that you are concerned about.

Unsure how to SPEAK OUT?

Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24 hours a day, 7 days a week. You do not have to give your name. Our interviewer will relay the details to your company and give you a reference number you can use to follow-up.

OR

Access the web-based reporting tool at www.mycompliancereport.com. Enter your company code (xxxxxxxxxx) and fill out the fields with details of the incident.

Call: XXXXXXXXXXXX OR Web: www.mycompliancereport.com

COMPANY CODE: XXXX



Poster 10: Prosperity in Integrity



ETHICO

PROSPERITY IN INTEGRITY

Everyone's actions have an impact on a company, especially if it is irresponsible, unethical or illegal. Hold our standards high and preserve our reputational integrity by reporting all violations.

Our Hotline provides a safe and confidential place to report concerns or ask questions with the fear of retaliation.

Call our anonymous toll-free number. Our interviewer will relay the details to your company and give you a reference number you can use to follow-up

Call: 1(800)234-567



POSTERS

Poster 11: When in Doubt

ETHICO

WHEN IN DOUBT REACH OUT

We believe our employees should be able to voice their concerns about tough workplace issues.

Examples of conduct that can be reported: Theft, Discrimination, Drug and alcohol abuse, Damage to property, Threats to personal safety, Harassment, Violations of regulations, Breach of safety protocol.

Our Hotline allows employees to ask questions or report concerns safely and anonymously

Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24 hours a day, 7 days a week. You do not have to give your name. Our interviewer will relay the details to your company and give you a reference number you can use to follow-up

ETHICO Call: 1(800)234-567



Poster 12: Make an Impact - 1

ETHICO

MAKE AN IMPACT!

Make an Impact and report unethical and fraudulent incidents. Anonymous tips are a common way in which important issues like harassment, fraud, discrimination, and violations to standards of conduct are detected. Employees often have the most powerful information as they are the closest to the action.

Unsure how to Make an Impact?


Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24 hours a day, 7 days a week. You do not have to give your name. Our interviewer will relay the details to your company and give you a reference number you can use to follow-up.

Call: 1(800)234-567



POSTERS

Poster 13: Speak Out - 2



ETHICO

SPEAK OUT!

If you see or hear any illegal or unethical behavior, don't keep it to yourself **SPEAK OUT!** Everyone's action impacts a company - especially if it is irresponsible, unethical or illegal. **SPEAK OUT!** and report any incidents that you are concerned about.

Unsure how to **SPEAK OUT?**

If you see, hear or suspect any unethical or illegal activity, act with integrity and report it **ANONYMOUSLY** through your Hotline or other internal resources.

Call our anonymous toll-free number. Our interviewer will relay the details to your company and give you a reference number you can use to follow-up.

Call: 1(800)234-567

COMPANY CODE: XXXX



Poster 14: Make an Impact - 2



ETHICO

MAKE AN IMPACT!

Make an Impact and report unethical and fraudulent incidents. Anonymous tips are a common way in which important issues like harassment, fraud, discrimination and violations to standards of conduct are detected. Employees often have the most powerful information as they are the closest to the action.

Unsure how to Make an Impact?

Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24 hours a day, 7 days a week. You do not have to give your name. Our interviewer will relay the details to your company and give you a reference number you can use to follow-up.

OR

Access the web-based reporting tool at **www.mycompliancereport.com**. Enter your company code () and fill out the fields with details of the incident.

Call: **OR**

Web: www.mycompliancereport.com

Company code:



POSTERS

Poster 15: Don't Stand By



DON'T STAND BY, STAND UP

We've made a commitment to compliance and we want you to do the same. Your experience is appreciated, so please stand up and share any concerns over unethical or illegal activity.

You can report any suspicious or unethical behavior without the fear of retaliation.

Access the web-based reporting tool. You can access the web-based reporting tool at mycompliancereport.com. Enter your 4-digit company code (xxxxxx) and fill out the fields with details of the incident.

www.mycompliancereport.com

Company Code: xxxx



Poster 16: Don't Keep Silent



DON'T KEEP SILENT

BE HEARD!

Speak
Up!

UNSURE HOW TO SPEAK UP?

Call our toll-free number staffed by ComplianceLine, an independent organization, operating 24 hours a day, 7 days a week. You do not have to give your name. Our interviewer will relay the details to corporate and give you a reference number you can use to follow-up.

If you get the sense that something isn't right at work, take action and be heard. Whether it is a question you want to ask or a concern over unethical or illegal activity you want to report, **DON'T BE SILENT.** Say something.

To report online you can scan this QR code with your mobile device



Call (888) XXX-XXXX or go online at
XXXXXXXXXX.MyComplianceReport.com



POSTERS (Non-English Options)

Poster NE-1: Dutch

ETHICO

ZORG VOOR VERANDERING!

Belangrijke fraudes worden vooral dankzij loc van klokkenluiders ontdekt. Insiders beschikken over de beste informatie omdat zij het dichtst bij het vuur zitten. **ZORG VOOR VERANDERING** en rapporteer onethische of frauduleuze zaken.

Weet u niet hoe u VOOR VERANDERING ZORGT?

Bel ons vertrouwelijke gratis telefoonnummer. Onze contactpersoon geeft de informatie aan uw organisatie door en geeft u een referentienummer dat u bij volgende contacten kunt gebruiken.

Bel:

Poster NE-2: French

ETHICO

AGISSEZ!

Les dénonciations sont le moyen le plus courant pour signaler une activité frauduleuse importante. Les personnes en interne disposent souvent des informations les plus importantes, car elles sont au plus près de l'action. **AGISSEZ** et signalez les incidents frauduleux et contraires à l'éthique.

Vous ne savez pas comment AGIR ?

Appelez notre numéro gratuit confidentiel. Votre interlocuteur transmettra les détails à votre entreprise et vous donnera un numéro de référence que vous pourrez utiliser pour le suivi.

Appelez le:

Poster NE-3: German

ETHICO

BEWIRKEN SIE ETWAS!

Whistleblowing sind die häufigste Art und Weise, in der wichtige betrügerische Aktivitäten gemeldet werden. Insider haben oft die wichtigsten Informationen, da sie dem Geschehen am nächsten sind. **BEWIRKEN SIE ETWAS** und melden Sie unethische und betrügerische Vorfälle.

Nicht sicher, wie man WIRKUNG ERZIELT?

Rufen Sie unsere vertrauliche gebührenfreie Nummer an. Unser Interviewer wird die Einzelheiten an Ihre Organisation weiterleiten und Ihnen eine Referenznummer geben, die Sie für die Nachverfolgung verwenden können.

Rufen Sie an:

Poster NE-4: Hindi

ETHICO

एक प्रभाव बनाएं!

सूचनाएँ करने की उत्तम वही उपाय जिनके (इन्होंने) महत्वपूर्ण घोरघोरों की पहचान/सिद्ध की जती है। अंतर्गत सूचनाएँ के एक अग्रणी को अर्थात् महत्वपूर्ण जानकारी होने के घोरघोरों को घोरघोरों के वही अर्थव्यवस्था होते है। एक प्रभाव बनाने और अर्थव्यवस्था को घोरघोरों की पहचान को सिद्ध करें।

क्या अनिश्चिति है कि प्रभाव कैसे बनाया जाए?

हमारे निष्पक्ष और वही उपाय पर बात करें। हमारा सम्पर्ककर्ता/सहायक आपके द्वारा की सूची और विवरण तथा आर्थिक महत्व संबंध विवरण जती आर-पारिक-उपाय के अर्थव्यवस्था पर बात करें।

कॉल करें:

Poster NE-5: Spanish

ETHICO

¡ACTÚA!

La denuncia de irregularidades es la forma más habitual de informar sobre actividades fraudulentas. Las personas con información privilegiada tienen la información más importante, ya que están más próximas a la acción. **ACTÚA** e informa sobre incidentes poco éticos y fraudulentos.

¿No está seguro de cómo debe ACTUAR?

Llame a nuestro número confidencial gratuito. Nuestro entrevistador enviará la información a su organización y le dará un número de referencia que podrá usar para hacer un seguimiento.

Llame al:

Poster NE-6: Mandarin

ETHICO

挺身而出!

检举揭发是报告重大欺诈活动的最常见方式。内部人员因最有可能接触这些行动，故而通常掌握着最重要的信息。挺身而出，报告不道德和欺诈性事件。

不知道应该如何“挺身而出”?

拨打我们的免费保密热线，接听员将会向您的组织转达具体细节，并给您提供一个参考编号，便于您跟进。

请致电:

Poster NE-7: Portuguese

ETHICO

FAÇA A DIFERENÇA!

As denúncias são a forma mais comum de comunicar atividades fraudulentas relevantes. As fontes internas possuem frequentemente informações importantes, uma vez que são quem se encontram mais perto da ação. **FAÇA A DIFERENÇA** denunciando incidentes fraudulentos e pouco éticos.

Não tem a certeza sobre como FAZER A DIFERENÇA?

Ligue para o nosso número gratuito confidencial. O nosso entrevistador irá transmitir os dados para a sua organização e fornecer-lhe um número de referência que pode utilizar para acompanhar o caso.

Ligue para:

WALLET CARDS

Card 1: Speak Out!

FRONT

If something isn't right at work, take action and say something.

Whether it is a question you want to ask or a concern that you would like to report.

Make the right call and say something.

**SPEAK
OUT!**



BACK

Want to remain **ANONYMOUS?**

You can report concerns through our independent partners at

COMPLIANCELINE

1-800-xxx-xxxx
www.webreport.com

The ComplianceLine toll-free number and web form are available 24 hours a day, 7 days a week.

Card 2: Make the Right Call

FRONT

If something isn't right at work, take action and say something. Whether it is a question you want to ask or a concern that you would like to report.

**MAKE THE
RIGHT CALL**

AND SAY SOMETHING



BACK

WANT TO REMAIN ANONYMOUS?

You can report concerns through our independent partners at

ETHICO
1-800-xxx-xxxx
www.webreport.com

The ComplianceLine toll-free number and web form are available 24 hours a day, 7 days a week.

WALLET CARDS



Card 3: Make an Impact

FRONT

MAKE AN IMPACT!

If you ever have a concern over unethical activity, **do not keep it to yourself.** Discuss it with the right supervisory personnel.



BACK

Want to remain anonymous?

Access the web-based reporting tool at **www.mycompliancereport.com** OR

Call: OR

Web: www.mycompliancereport.com

Company code:

The ComplianceLine toll-free number and web form are available 24 hours a day, 7 days a week.

BROCHURES

Brochure 1: Speak Out!

FRONT



WHAT SHOULD I SPEAK UP ABOUT:

- Maintenance Management
- Medical Staff
- Medication Administration
- Medication Diversion
- Patient Abuse
- Patient Care
- Patient Rights
- Policy Violation
- Prejudice
- Retaliation
- Sexual Harassment
- Substance Abuse/Alcohol
- Substance Abuse/Drugs
- Substance Abuse/Impairment
- Theft
- Time Abuse
- Unfair Treatment
- Workplace Violence
- Other

YOUR COMPANY LOGO HERE

SPEAK OUT!

If you see or hear any illegal or unethical behavior, don't keep it to yourself!

- Accounting/Financial
- Asset Management
- Billing/Coding
- Banking & Financial Crime
- Bribery
- Confidentiality
- Conflict of Interest
- Customer Service
- Disciplinary Action Dispute
- Discrimination
- Environmental
- Fraud
- Health Violation
- Health/Safety Violation
- HIPAA Privacy/Security
- Housekeeping
- Human Resources
- Information Security
- Licensure/Certification

Unsure how to SPEAK UP?

Call our toll-free number staffed by ComplianceLine, an independent organization operating 24/7.

You do not have to give your name. After making your report, the operator will give you a reference number so you may follow-up.

1(555)-555-5555







WHAT SHOULD I SPEAK UP ABOUT:

- Maintenance Management
- Medical Staff
- Medication Administration
- Medication Diversion
- Patient Abuse
- Patient Care
- Patient Rights
- Policy Violation
- Prejudice
- Retaliation
- Sexual Harassment
- Substance Abuse/Alcohol
- Substance Abuse/Drugs
- Substance Abuse/Impairment
- Theft
- Time Abuse
- Unfair Treatment
- Workplace Violence
- Other

YOUR COMPANY LOGO HERE

SPEAK OUT!

If you see or hear any illegal or unethical behavior, don't keep it to yourself!

- Accounting/Financial
- Asset Management
- Billing/Coding
- Banking & Financial Crime
- Bribery
- Confidentiality
- Conflict of Interest
- Customer Service
- Disciplinary Action Dispute
- Discrimination
- Environmental
- Fraud
- Health Violation
- HIPAA Privacy/Security
- Housekeeping
- Human Resources
- Information Security
- Licensure/Certification

Unsure how to SPEAK UP?


Call our toll-free number staffed by ComplianceLine, an independent organization operating 24/7.

You do not have to give your name. After making your report, the operator will give you a reference number so you may follow-up.

1(555)-555-5555




BACK



HOW TO CREATE AN ETHICAL WORKPLACE:

If the answers to these questions lead you to believe that malpractice in the workplace is happening, has happened or will happen, you should consider taking action.

If the answer to these questions lead to an ambiguous conclusion, consult our company policy or speak to the relevant authorities. When you use good judgement before taking action, you help create an ethical workplace.



Use Good Judgement

Ask yourself, is what I witnessed:

- A breach of law?
- A violation of our standards or code of conduct?
- Potentially harmful to an individual or our organization and keeping quiet would cause further harm?

Make an Impact

Learn when to say something: In a tactful way, explain why you think that person should stop doing what they are doing and provide positive reasons for intervening. Choose your issues wisely as speaking up about every perceived wrongdoing could backfire. Do not share your concerns with others until you are sure there is a real problem.

Document the situation: You should document the behavior and try to find witnesses to the incident.

You will then have evidence you can bring to the person or relevant authority you want to report it to.

Should you want to report the situation, consult the appropriate supervisor or management.



HOW TO CREATE AN ETHICAL WORKPLACE:

If the answers to these questions lead you to believe that malpractice in the workplace is happening, has happened or will happen, you should consider taking action.

If the answer to these questions lead to an ambiguous conclusion, consult our company policy or speak to the relevant authorities. When you use good judgement before taking action, you help create an ethical workplace.



Use Good Judgement

Ask yourself, is what I witnessed:

- A breach of law?
- A violation of our standards or code of conduct?
- Potentially harmful to an individual or our organization and keeping quiet would cause further harm?

Make an Impact

Learn when to say something: In a tactful way, explain why you think that person should stop doing what they are doing and provide positive reasons for intervening. Choose your issues wisely as speaking up about every perceived wrongdoing could backfire. Do not share your concerns with others until you are sure there is a real problem.

Document the situation: You should document the behavior and try to find witnesses to the incident.

You will then have evidence you can bring to the person or relevant authority you want to report it to.

Should you want to report the situation, consult the appropriate supervisor or management.

BROCHURES

Brochure 2: Make the Right Call

FRONT



WHAT SHOULD I SPEAK UP ABOUT:

- Accounting/Financial
- Asset Management
- Billing/Coding
- Banking & Financial Crime
- Bribery
- Confidentiality
- Conflict of Interest
- Customer Service
- Disciplinary Action Dispute
- Discrimination
- Environmental
- Fraud
- Health Violation
- Health/Safety Violation
- HIPAA Privacy/Security
- Housekeeping
- Human Resources
- Information Security
- Licensure/Certification

Maintenance
Management
Medical Staff
Medication Administration
Medication Diversion
Patient Abuse
Patient Care
Patient Rights
Policy Violation
Prejudice
Retaliation
Sexual Harassment
Substance Abuse/Alcohol
Substance Abuse/Drugs
Substance Abuse/Impairment
Theft
Time Abuse
Unfair Treatment
Workplace Violence
Other

UNSURE HOW TO MAKE THE RIGHT CALL?

Call our toll-free number staffed by ComplianceLine, an independent organization operating 24/7.

You do not have to give your name. The operator will give you a reference number so you may follow-up.

1(555)-555-5555

YOUR COMPANY LOGO HERE

MAKE THE RIGHT CALL

AND SAY SOMETHING



Whether it is question you want to ask or a concern over unethical or illegal activity you want to report, **MAKE THE RIGHT CALL** and say something.





WHAT SHOULD I SPEAK UP ABOUT:

- Accounting/Financial
- Asset Management
- Billing/Coding
- Banking & Financial Crime
- Bribery
- Confidentiality
- Conflict of Interest
- Customer Service
- Disciplinary Action Dispute
- Discrimination
- Environmental
- Fraud
- Health Violation
- Health/Safety Violation
- HIPAA Privacy/Security
- Housekeeping
- Human Resources
- Information Security
- Licensure/Certification

Maintenance
Management
Medical Staff
Medication Administration
Medication Diversion
Patient Abuse
Patient Care
Patient Rights
Policy Violation
Prejudice
Retaliation
Sexual Harassment
Substance Abuse/Alcohol
Substance Abuse/Drugs
Substance Abuse/Impairment
Theft
Time Abuse
Unfair Treatment
Workplace Violence
Other

UNSURE HOW TO MAKE THE RIGHT CALL?

Call our toll-free number staffed by ComplianceLine, an independent organization operating 24/7.

You do not have to give your name. The operator will give you a reference number so you may follow-up.

1(555)-555-5555

YOUR COMPANY LOGO HERE


MAKE THE RIGHT CALL

AND SAY SOMETHING



Whether it is question you want to ask or a concern over unethical or illegal activity you want to report, **MAKE THE RIGHT CALL** and say something.

BACK



HOW TO CREATE AN ETHICAL WORKPLACE:

Use Good Judgement

Ask yourself, is what I witnessed:


- A breach of law?
- A violation of our standards or code of conduct?
- Potentially harmful to an individual or our organization and keeping quiet would cause further harm?

If the answers to these questions lead you to believe that malpractice in the workplace is happening, has happened or will happen, you should consider taking action.

If the answer to these questions lead to an ambiguous conclusion, consult our company policy or speak to the relevant authorities. When you use good judgement before taking action, you help create an ethical workplace.

Make an Impact

Learn when to say something: In a tactful way, explain why you think that person should stop doing what they are doing and provide positive reasons for intervening. Choose your issues wisely as speaking up about every perceived wrongdoing could backfire. Do not share your concerns with others until you are sure there is a real problem.



Document the situation: You should document the behavior and try to find witnesses to the incident.

You will then have evidence you can bring to the person or relevant authority you want to report it to.

Should you want to report the situation, consult the appropriate supervisor or management.



HOW TO CREATE AN ETHICAL WORKPLACE:

Use Good Judgement

Ask yourself, is what I witnessed:

- A breach of law?
- A violation of our standards or code of conduct?
- Potentially harmful to an individual or our organization and keeping quiet would cause further harm?

If the answers to these questions lead you to believe that malpractice in the workplace is happening, has happened or will happen, you should consider taking action.

If the answer to these questions lead to an ambiguous conclusion, consult our company policy or speak to the relevant authorities. When you use good judgement before taking action, you help create an ethical workplace.

Make an Impact

Learn when to say something: In a tactful way, explain why you think that person should stop doing what they are doing and provide positive reasons for intervening. Choose your issues wisely as speaking up about every perceived wrongdoing could backfire. Do not share your concerns with others until you are sure there is a real problem.



Document the situation: You should document the behavior and try to find witnesses to the incident.

You will then have evidence you can bring to the person or relevant authority you want to report it to.

Should you want to report the situation, consult the appropriate supervisor or management.