

# WE'RE HERE TO HELP

## CONTACT A COMPANY RESOURCE

Our Code of Conduct and other policies cover a lot of ground, but they can't address every situation. Seek guidance any time you have a question or concern. The same goes for a situation where you see or suspect something unethical has occurred. Our commitment to doing business with the highest standards of integrity depends on every one of us speaking up when we suspect something is wrong.

Reach out to any of the following:

- your manager, a more senior manager, or your business unit leader
- a member of STOBG executive management
- your compliance liaison or the Compliance & Ethics Department
- the Human Resources Department
- the Legal Department

## ANOTHER RESOURCE: OUR 24/7 ANONYMOUS HELPLINE

You can also reach out to our 24/7 helpline, operated by a third party unaffiliated with STOBG, by calling the below toll-free numbers or visiting the online portal. If you're reporting potential misconduct, whether anonymous or not, include as much detail as possible so that the company can investigate the matter appropriately.

### CALL TOLL-FREE:

800.461.9330  
in the US

1.800.235.6302  
in Canada

1800.904.177  
in Ireland

0808.189.1053  
in the UK

### ONLINE:

[compliancehelpcenter.com](http://compliancehelpcenter.com)

## NO RETALIATION

We pride ourselves on maintaining an environment where employees are encouraged to speak up. We have a strict Anti-Retaliation Policy to protect those who:

- Make a good faith report about potential misconduct. "Good faith" means the person has a reasonable basis to believe their report may be true and requires further investigation.
- Raise a concern or seek guidance about an issue.
- Cooperate in an investigation of potential misconduct.

Allegations of retaliation will be investigated and, where substantiated, met with disciplinary action, up to and including termination.