

[Company Name] Anonymous Hotline

To: All Employees

Effective [Date Service Starts] we have engaged Lighthouse Services to provide an anonymous ethics and compliance hotline for all employees of [Company Name]. Attached is our Whistleblower Policy with information on submitting reports. The purpose of the service is to insure that any employee wishing to submit a report anonymously can do so without the fear of retribution.

Employees are encouraged to use the hotline service in cases where their anonymity is desired. Please follow the company standard practices for all reports or issues not requiring anonymity.

Reports may cover but are not limited to the following topics:

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

Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law by Lighthouse. However, your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to a company designee for investigation according to our company policies.

Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week for use by employees and staff.

- **Website:** [www.lighthouse-services.com/\[companywebname\]](http://www.lighthouse-services.com/[companywebname])
- **App: Anonymous Reporting** Keyword: [same as companywebname above]
 - Detailed instructions [here](#)
- **Telephone:**
 - English speaking USA and Canada: xxx-xx-xxxx (not available from Mexico)
 - Spanish speaking North America: (800) xxx-xxxx (from Mexico user must dial 001-800-xxx-xxxx)
- **E-mail:** reports@lighthouse-services.com (must include company name with report)
- **Fax:** (215) xxx-xxxx (must include company name with report)

Regards,