

FOUR STEP COMMUNICATION AND REPORTING PROCESS

If you have a question or concern about an activity being unethical or illegal, use the following process to obtain answers to your questions or to report concerns. Throughout this process, your identity will be kept confidential as outlined in the Felician Services, Inc. Corporate Responsibility Program.

1. Talk to your supervisor. Your supervisor is most familiar with the Laws, Regulations, Policies, the Program, and Code of Ethics that relate to your work.
2. If you are not comfortable contacting your supervisor, talk to another manager, or the Coordinator of Human Resources.
3. If, for any reason, you feel you cannot follow the above steps, or do not want to give your name, call the Corporate Responsibility (CRP) Help Line. The telephone number of the CRP Help Line is **1-866-225-3253**.