SOME COMMON EXAMPLES OF BUSINESS CONDUCT ISSUES

- Accounting or auditing irregularities
- Theft and Fraud
- Conflicts of interest
- Destroying, altering or falsifying records
- Disclosure of proprietary information
- Misuse of assets
- Harassment/discrimination
- Use or sale of illegal drugs
- Bribery
- Threats to personal safety
- Creating or ignoring safety or environmental hazards
- Violations of antitrust, environmental or other governmental compliance regulations

THE BENEFITS OF MAINTAINING HIGH STANDARDS OF BUSINESS CONDUCT

- Enhanced public trust
- Better customer relations
- More pleasant working conditions
- Improved facilities and equipment
- Increased safety and security

HERE'S A COMPLETELY CONFIDENTIAL OPTION

If you don't feel comfortable discussing the problems within normal channels, you may call The Network, an independent company which provides an anonymous reporting service for hundreds of companies worldwide.

This service is not intended as a substitute for speaking directly with management. It is an option that is always available if you want to help, but prefer not to give your name.

THE NETWORK

888-226-2264

Or report online at:

www.reportlineweb.com/Louisville

24 hours a day, 7 days a week

Here's what happens when you call:

1. You will be given the option to remain anonymous. A customized Web form or professional interview specialist will then document your concern in detail.
2. Your information will be relayed to Louisville Metro Government for appropriate follow-up.
3. You may be asked to check back to provide additional information or to answer questions your company might have as they investigate your concern.
4. Reports submitted to The Network are handled promptly and discreetly. Retaliation against anyone who reports a concern is a violation of our company's principles and will not be tolerated.

That's all it takes to speak up. In just a few minutes, you've done your part to make Louisville Metro a better place to work.

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DOING WHAT'S RIGHT

HELP MAINTAIN OUR HIGH STANDARDS

WHY IS ETHICAL BUSINESS CONDUCT SO IMPORTANT?

High standards are more than a slogan or catch phrase – they are a way of doing business.

Maintaining high standards means conducting business ethically and legally. Our adherence to these standards is a key component in building a reputation for excellence and integrity.

WHY CARE ABOUT BUSINESS ISSUES?

Business conduct violations can result in serious consequences for individuals – even imprisonment under some circumstances. Companies may also be financially penalized through lawsuits or claims, resulting in fines and/or restrictions placed on business activities. But most importantly, you should care because violations of business conduct make everyone a victim. The negative impact on you personally and professionally can be severe.

HOW CAN I HELP MAINTAIN HIGH STANDARDS OF BUSINESS CONDUCT?

1 Think before you act.

ASK YOURSELF:

- Is it illegal?
- Does it violate Louisville Metro's policies?
- Could it cause loss or harm to you, your co-workers, Louisville Metro Government, partners, companies doing business with Louisville Metro or the public?
- Would you feel uncomfortable if everyone knew you did it?

If you answer "yes" to any of these questions, the action is very likely wrong, and you should avoid it.

If the answers aren't clear, don't take a chance. Consult Louisville Metro policy or speak to management. When you think before you act and make the right decision, you uphold high standards and set a good example for others to follow.

2 Speak Up!

USE PEER INFLUENCE

If you see or suspect business conduct violations, don't ignore the situation. Say something to express your concern. Your influence could help prevent a friend from making a big mistake.

DISCUSS IT

If the situation doesn't improve, and peer influence isn't appropriate, don't ignore it. Ignoring business conduct violations only allows the problem to grow more costly and frustrating.

If you have a concern or question regarding business conduct issues, discuss it with the appropriate supervisor or manager.