

Uphold our values in every aspect of your role in our company. Come forward if you feel that our values are being disrespected. If any situation at work makes you feel uncomfortable, speak with your manager, or for that matter, any member of management. Such situations may pertain to:

- Fraudulent or negligent accounting
- False financial reporting
- Insider trading
- Conflicts of interest
- Breaches of confidentiality
- Violations of antitrust laws
- Violations of environmental regulations
- Inappropriate gifts or gratuities
- Bribes or kickbacks
- Harassment or discrimination
- Safety or security hazards

Or, if you feel more comfortable reporting your concerns anonymously to a neutral third party, you may do so by calling Values Line.



Values Line: Simply Good Business

In 2002 legislation was signed into law to increase the accountability of corporations for their actions.

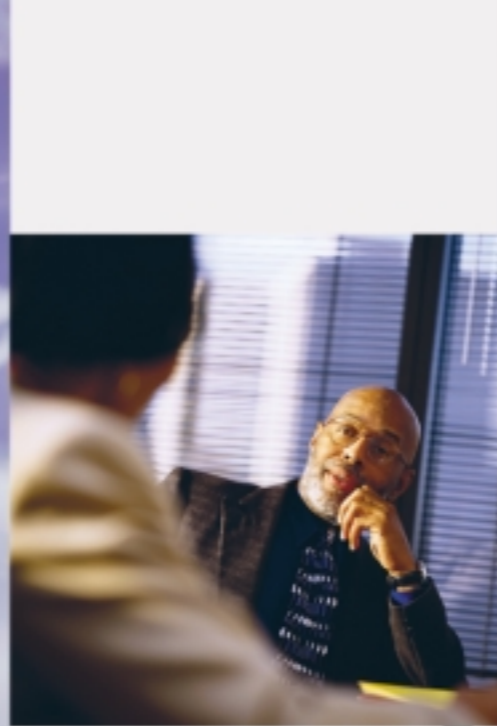
But for us, this legislation is no more than an affirmation of the way we have always done business — with dignity, respect for the community and integrity. To us, "corporate accountability" signifies the same good values that we have always embraced.

Values Line

Call **888-475-8376**

Toll-free, day or night, anonymous

Refuse to stand by quietly if you feel that our values are being compromised.



We ask that you continue to uphold our values in every aspect of your role in our company. You can help, not just by acting with integrity, but by refusing to stand by quietly if you feel that our values are being compromised. If any situation at work makes you feel uncomfortable, speak with your manager. Such situations may pertain to:

- *Fraudulent or negligent accounting*
- *False financial reporting*
- *Insider trading*
- *Conflicts of interest*
- *Breaches of confidentiality*
- *Violations of antitrust laws*

- *Violations of environmental regulations*
- *Inappropriate gifts or gratuities*
- *Bribes or kickbacks*
- *Harassment or discrimination*
- *Safety or security hazards*

Or, if you feel more comfortable reporting your concerns to a neutral third party, you may do so by calling Values Line.

Values Line

One of the most important sections of recent legislation relates to the availability of a method by which employees can report concerns of unethical activity anonymously without fear of retaliation. Values Line is such a resource. It is toll-free and available around the clock every day. No call-tracing or recording devices are ever used, and if you wish, you may remain completely anonymous. Just call **888-475-8376** to report your concerns.

When you call Values Line, a trained Communication Specialist, who does not work directly for our company, asks you a series of questions to better understand the nature of your concern. The Specialist prepares a report

that is forwarded to our senior management or board of directors for review, and if necessary, investigation.

The Values Line Communication Specialists are experts in both collecting the right information on incidents you report and protecting you. They will never take sides, and act only as unbiased, third-party professionals concerned with your best interests and your company's success.

At the end of your call, you are given a report number, PIN and call-back date, after which you may follow-up on your report. Simply reference the identification number when you call. If additional information is needed from you, you will be asked for it when you call back.

Values Line is not intended to be a substitute for meaningful communication between you and your manager. If you have questions or concerns regarding normal operating procedures or suggestions for making your workplace more comfortable or efficient, please bring them directly to him or her.