

BOMA PROJECT

The **BOMA Project, Inc.** provides a reporting hotline for employees to anonymously report any of the following incidents:

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

Regular business issues and matters not requiring anonymity should be directed to the employee's supervisor or HR department.

ANONYMOUS REPORTING HOTLINE

All calls are confidential and the identity of the caller will remain anonymous.

first enter access code: **0-207-602-020**

then dial toll-free #: **800-603-2869**

or visit: **www.lighthouse-services.com/bomaproject**

A service provided by **Lighthouse Services, Inc.**
www.lighthouse-services.com



Confidentiality Commitment

Lighthouse is an independent provider that assists your company to identify improper activity. We are committed to protecting the identity of all persons who use our secure reporting system. Reports are submitted by Lighthouse to the company's designee, and may or may not be investigated at the sole discretion of the company. Although we will not disclose your identity without your express permission, it is possible that your identity may be discovered during an investigation of the matter reported because of information you have provided.