

# Where Do I GO TO Speak Up?

Our Standards of Business Conduct require employees to Speak Up and raise all instances of potential violations of any company policy, law, or regulation. **But WHERE do you GO TO Speak Up?**

YOUR manager is usually the best GO TO when you have an issue and you're not sure where to go.

YOUR Human Resources is also a GO TO resource that is responsible for providing guidance and support in responding to YOUR concerns and/or site incidents.

**Below are example situations and guidance on the appropriate GO TO contact.\***

## **GO TO - SUPERVISOR, SITE HR, or ANOTHER MEMBER of SITE MANAGEMENT**

"A member of my team is always coming in late or leaving early and my supervisor doesn't appear to reprimand them."

"Our supervisor does not listen to us when we are trying to explain something to them."

"A co-worker has been very disrespectful to others on our team."

"My supervisor shows favoritism to a team member that is on the same bowling team."

"I don't like how our Political Affairs Policy does not permit my lawful political activities in the workplace."

"Our department hired someone that is not qualified for the role."

"I don't think I am earning as much as my co-workers, and I have more experience."

"I received my annual Performance Review and I do not agree with the rating I was given."

"My manager put me on a performance improvement plan (PIP) and I don't agree."

"I had a disagreement with another employee, they reported me to HR. and now I fear I might be terminated."

"The food in the cafeteria is terrible. Also, I don't like seeing full trash cans."

"I saw an employee smoking marijuana in his car in the parking lot."

## **GO TO - ETHICS & COMPLIANCE TEAM or BUSINESS CONDUCT HELPLINE\*\***

An employee has manipulated or withheld information from financial forms.

An employee hides information about the company or its products that should be communicated to regulators.

An employee has directly, or through a third party, bribed a government official to influence Catalent interests.

An employee alleges sexual harassment or retaliation for objecting to sexual harassment.

Ethical questions for which you seek guidance.

Misconduct that violates a law or regulation.

Concern directly relates to bribery, fraud, embezzlement, antitrust concerns, or falsification of records.

Misconduct that poses serious operational, reputational, or financial risk to Catalent.

Actual or potential conflict of interest.

Concern poses significant environmental, health, or safety/security risks.

Product quality/quality concerns.

Disclosure or misappropriation of confidential information.

Involves discrimination or harassment based on a legally protected category (such as race, color, sex, religion, or sexual orientation).

Involves retaliation for legally protected activity (such as objecting to illegal discrimination).

***\*Catalent strictly prohibits and does not tolerate any form of discipline, reprisal, intimidation, or other act of retaliation for good faith reporting of suspected violations of any Catalent policy, law, or regulation, or for cooperating in investigations.***

***\*\*Please note the Business Conduct Helpline is NOT an Emergency Service: do not use the Helpline to report events presenting an immediate threat to life or property. Reports submitted through the Helpline do not receive an immediate response. If you are experiencing an emergency, please call 911, your site security, or contact local authorities.***