



# Do you have a concern or issue to share with Management?

## Call In Touch®

### *A Confidential and Anonymous Way to Communicate*

- 1 Dial Toll-Free **1-844-876-5600** 24 hours a day 7 days per week.
- 2 Follow the instructions for leaving a message. Write down the case number you are assigned.
- 3 A written transcript of your call will be sent to the appropriate Tatitlek management staff.
- 4 Your call can be anonymous. Leave your name and telephone number if you prefer someone from Tatitlek to contact you directly.
- 5 To receive a response from *Tatitlek* management, call back after five business days and provide your case number.

**You may also contact In Touch by sending an email to:** [Tatitlek@getintouch.com](mailto:Tatitlek@getintouch.com)

*Unless you indicate otherwise, your name and email address will be removed from the message before it is sent to company management.*

### **Use In Touch to confidentially report:**

- *Violations of the Code of Conduct and Ethics*
- *Improper Accounting, Accounting Controls or Auditing*
- *Bribery*
- *Conflicts of Interest*
- *Illegal Activities*
- *Theft or Fraud*
- *Discrimination, Harassment, Workplace Violence*
- *Safety, Health or Environmental Issues*



**INTOUCH®**