

How to File a Report with Ethicspoint

What is Ethicspoint: Ethicspoint is your anonymous and confidential reporting tool to communicate misconduct and promote a positive work environment. Addressing misconduct and other concerns in the work place early on will help minimize negative morale issues and financial impact to our Company, employees, vendors and clients.

What to Report: Situations, events or actions by individuals or groups that you believe carry a negative impact on company or shareholder well-being or are detrimental to morale, productivity, or personal safety. Frivolous or unfounded reports do not help foster a positive workplace.

If you are uncertain if a situation violates Company policy, is illegal or constitutes harassment or discrimination, please use Ethicspoint to obtain clarification. We would much rather have you ask than let potential problems go unchecked. However, Ethicspoint should not be used for immediate threats to life or property. These types of reports should be directed to 911.

How to File a Report: Reporting is as easy as 1-2-3.

- 1. Access Ethicspoint to report**
- 2. Complete a report**
- 3. Follow-up 48 hours later**

Ethicspoint is carefully designed to maintain your confidentiality and anonymity at every step. Step-by-step instructions guide you to help ensure that you do not inadvertently compromise its safeguards:

Step 1: Access Ethicspoint to report: Use any **one** of these three convenient channels of communication:

3 Easy Ways to Report from Anywhere

1 Click on icon:



2 Go to:

www.ethicspoint.com

3 Call:



1-866-ETHICSP
(384-4277)

Company Network

Public Internet

Toll-Free Phone

Company Network*	Public Internet	Confidential Employee Hotline*
(should not be used for confidential & anonymous reports)		(confidential & anonymous calls should be placed from outside Company)
Click on the Ethicspoint icon on your Company's Network* or Intranet* site. You will automatically be linked to the Ethicspoint secure Web site. Once there, enter "Gerber" or your company's name under " TO FILE A REPORT NOW " and click "Submit." Then select the appropriate company name.	From any computer having Internet access (home, public library, neighbor, etc.), go to www.ethicspoint.com and enter "Gerber" or your company's name under " TO FILE A REPORT NOW " and click "Submit." Then select the appropriate company name.	Call Ethicspoint's toll-free hotline at 1-866-ETHICSP (1-866-384-4277). A compliance specialist will assist you in entering your report into the Ethicspoint system. A separate list of hotline numbers outside the U.S. is available on the Company's web site.

* **IMPORTANT:** Complaints may be reported on a confidential or anonymous basis through any of the above options with the exception of the Gerber Network/Intranet, which uses a firewall password that logs activity by computer I.D. and web site address. ***To ensure confidentiality and anonymity when filing a report:***

- Employees should ***not*** access the www.ethicspoint.com web site from the Gerber Network/Intranet, but rather use a personal computer or outside internet portal.
- Telephone calls made to the Confidential Employee Hotline should be made from ***outside*** the Company.

Step 2: Complete a Report: Following the on-screen or compliance specialist's instructions, please complete a report, being as thorough as you can.

1. Specify what kind of report you'd like to make from the available choices.

2. Please read or listen to the anonymity information very carefully. It helps to ensure that you do not compromise your identity during the reporting process. Click on or say "I agree."
3. You will now complete the report, providing information about the incident, including:
 - **Who:** persons engaged in the incident, including titles;
 - **What:** what specifically occurred;
 - **Where:** the location of the incident; and
 - **When:** the time and duration of the incident.
4. Next, you will be asked to create a password. Then the Ethicspoint system will generate an identification code called a "Report Key." Write them both down, and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.

Step 3: Follow-Up 2 Days Later: Two business days after you complete your report, please return to the Ethicspoint system to see if the Company has any follow-up questions or requests.

1. Reconnect with the Ethicspoint system using the **Public Internet or Toll-Free Phone**.
2. This time click on (or ask to perform) a Follow-Up.
3. Provide your Report Key and Password.
4. You can now elect to review report details, respond to questions, and add information.
 - To review your report, just click "Review Report Details" or ask the compliance specialist.
 - You will be told if your Company has entered questions about your report. Answer the questions verbally or by typing in the question boxes and click "Submit".
 - You can add information to the report verbally or by using the "Submit New Information" box.
5. If you have agreed to participate in an EthicsChat, click "Chat About This Report" at the specified time. Type your comments into the field at the bottom of the window and click "Submit."

An EthicsChat is a real-time communication between you and a company representative to clarify details and answer questions. Like the rest of the Ethicspoint system, it is confidential and anonymous.

6. You may return regularly to review your report, answer questions, and add information.