



## ETHICS HOTLINE

You may be aware of one of the requirements of the Sarbanes-Oxley Law (the Law) of 2002, which requires companies registered with the SEC to establish policies and procedures for reporting corporate wrongdoings and subsequent protection for employees that report these corporate misdeeds. Section 806 of Title VIII of the Law, states “It is unlawful to discharge, demote, suspend, threaten, harass, or discriminate against in any manner any employee who provides information regarding the conduct the employee reasonably believes constitutes financial fraud or a violation of the securities laws.”

In an effort to maintain the culture of the utmost integrity and character of which this company has been built upon, I strongly encourage any employee to use the Hotline to anonymously or confidentially report any suspected accounting, auditing or financially related misdeeds. The Hotline is available 24 hours a day, 7 days a week. You do not need to identify yourself by name when you phone the Hotline. If you choose to give your name that information will be kept confidential unless, as in the case of certain crimes, a law requires that any name you supply be provided to enforcement officials or a court. The company will not allow any retribution or retaliation against an employee who reports a concern in good faith.

*“There is never an alternative to doing the right thing.”*

James P. Waters  
Chief Financial Officer

Ethics Hotline Number: 1-800-826-6762