



ADVANCED ROOFING ETHICS HOTLINE

HOW TO REPORT INFORMATION

- Advanced Roofing, Inc's Ethics Hotline serviced by, Safe Hotline, provides employees with three ways to make an anonymous report in relation to concerns in the workplace related but not limited to the following:
 - Accounting errors or misrepresentations
 - Bribery, kickbacks or corruption
 - Discrimination
 - Embezzlement or misappropriation of assets
 - Ethics violation or misconduct
 - Falsification of documentation
 - Harassment or violence of any kind
 - Substance abuse
 - Theft
 - Vandalism of Company property
 - Violation of the law or company policy
 - Other
- To make an anonymous report, employees can visit safehotline.com and select the 'Submit Report' option in the upper righthand corner. Employees can also text or call to leave a voicemail at 1-855-662-SAFE (1-855-662-7233). Voicemails will be transcribed into text so employees can remain anonymous. **Please make sure to provide our Company code so the submission is routed appropriately to Advanced Roofing's portal = 4051526232**
- To remain anonymous when making a report, please do not leave any self-identifying information. If an employee would like to be contacted by the company, include name and contact information.
- The Safe Hotline service is a third-party service that allows employees to report anonymously without fear of retribution. Advanced Roofing, Inc will receive the report and complete an internal investigation.
- The status of a report can be checked by selecting the 'Report Status' option via any reporting method – text, voicemail or website. To check the status and



respond to any comments and/or questions made by the Company, employees will need the Company ID number (4051526232) and the Report Key number. After entering a new report, employees will receive a Report Key number that identifies the specific report made. The Report Key number **cannot be retrieved**, so must take care to safeguard this number if employees wish to know the status or to add new information to a report.

- Employees also have the option to have two-way anonymous communication with Advanced Roofing, Inc. To opt into two-way communication, employees will need to make a report at safehotline.com by clicking on 'Submit Report' in the upper right hand corner and following the instructions listed in Step 1. Emails will flow between employee and the Company through Safe Hotline acting as the intermediary. The Company will not know name or email address, unless employee specifically provides it in the report or email contents. If employee elects to have two-way communication, employee should not use the Report Status feature. Instead login to safehotline.com, which will take employee to the reporter Home Page where employee can read and add new messages to a report.
- Spanish speaking employees will only be able to make a report by phone. Instructions in Spanish are provided with this option, but not with the text or website options.