

AN ETHICAL WORKPLACE BEGINS WITH YOU

Our credit union believes that our employees are our most valuable assets. You deserve to work in a positive, productive environment, and we will do our best to deliver. But reaching those goals requires everyone's commitment to our values and ethical standards. That means making integrity a priority in everything we do.



WHY SHOULD I GET INVOLVED?

Unethical, illegal or unsafe activity can result in serious consequences including fines or lawsuits against our credit union that could hurt our performance and our reputation. Ultimately, this hurts our employees.

We want you to have a sense of pride in our credit union. After all, we are proud of the reputation we've built, and we need our employees to do their part to protect it. With your help, we can uphold our credit union's values and reach new heights of excellence.



LEARN TO RECOGNIZE HARMFUL ACTIVITY

Some common examples include:

- Conflicts of interest
- Auditing or accounting irregularities
- Theft and fraud
- Misuse of proprietary information
- Misuse of assets
- Insider trading
- EEO and code of conduct violations
- Anti-trust and competition violations
- Improper dealings with members or vendors
- Use or sale of illegal drugs
- Creating or ignoring safety hazards

THE BENEFITS OF AN ETHICAL WORKPLACE

- More pleasant working conditions
- Improved facilities and equipment
- Increased safety and security
- More opportunities for raises, bonuses and advancement

HOW TO PUT INTEGRITY IN ACTION

Think before you act.

If you are ever tempted to act unethically, ask yourself:

- Is it illegal?
- Does it violate our credit union's code of conduct?
- Could it cause loss or harm to your co-workers, the public, our credit union or companies doing business with us?
- Would it make you feel uncomfortable if everyone knew you did it?

If you answer "yes" to any of those questions, the action is wrong. Don't do it. If the answers aren't clear, don't risk it. Review our credit union's policies or speak to management.

When you make the right decision, you uphold our high standards and set a good example for others to follow.

SPEAK UP!

If you see or suspect unethical, illegal or unsafe activity, don't ignore it – let us know. You could keep a potentially serious situation from harming our credit union.

You have options:

1. Talk to your manager. He or she should be your first point of contact.
2. If you don't feel comfortable speaking up to a manager, there is another option.

Call The Network toll-free, 24 hours a day,
7 days a week. You do not have to give your name.

877.571.1152



WHEN YOU CALL

1. A professional, interviewer gives you the option to remain anonymous and documents your concern in detail.
2. Your information is relayed to our credit union for appropriate follow-up.
3. You may call back to provide additional information or to answer questions our credit union might have as we investigate your concern.

INTEGRITY IN ACTION



HOLDING OUR STANDARDS HIGH