



PROTECT YOUR CO-WORKERS AND YOUR ORGANIZATION

The Children's Guild has subscribed to **ComplianceLine**, an ethics reporting service.

ComplianceLine offers TCG an independent, third party, confidential and anonymous Whistleblower Reporting Service as a means for employees and other interested parties to report suspicious activity, abuse, potential fraud, ethics violations and other wrongdoings.

To find out how this reporting service works, please see the instructions on the reverse side



HERE'S HOW IT WORKS

ComplianceLine provides you with two ways to make a report,* using The Children's Guild ID number of 6014584861:



1. Go to MyComplianceReport.com. Once you have entered the site, you will click on "begin new report" (bottom left of page). You will be asked to provide an access ID. The company ID is 'TCG'.



2. To speak with a Risk Specialist, call toll-free 888-576-5441.

* Spanish speaking employees will only be able to make a report by phone. Interpreters are also available for several other languages.



TIPS & INFO:

If you want to remain anonymous when making your report, please do not leave any self-identifying information.

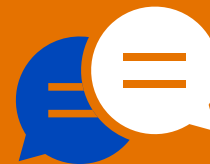
If you would like to be contacted by The Children's Guild, include your name and contact information.

ComplianceLine does not investigate your report. Your report will be forwarded to TCG for investigation. The ComplianceLine service is a third-party service that allows you to report anonymously without fear of retribution.



AFTER YOU REPORT

- You will be debriefed to make sure all the information that has been collected is correct.
- Once the report is complete, you will receive a unique issued ID, which verifies you have called into the hotline.
- You will also receive a call back date to call back into the hotline to check the status of your report.
- The unique ID is important as it will allow you to add any additional information to the case you may find relevant and it will allow you to check back on the status of the case.
- **You must write down the issue ID number and save it in a safe place. There is no way to retrieve this number if it is lost.**



Who is ComplianceLine and what to expect when calling in...

- **ComplianceLine** is a third-party company contracted to interview and document our employees' concerns.
- When you dial the hotline, your call is directed to a Risk Specialist in **ComplianceLine's** call center.
- **ComplianceLine** does not trace or record calls and there is no caller ID. This will allow the caller to remain completely anonymous if he/she chooses.