

Once EQS Integrity Line has been set up, you are ready to roll out the helpline to your organization. Your communications should convey the following:

- The availability of the helpline
- Educate on what it is, how it works, and what the process looks like
- The brand of your Compliance & Ethics program

The EQS Communications Guide offers announcement templates for sharing EQS Integrity Line with your employees and vendors to drive adoption within your organization and business partners.

Templates include:

- Announcing the EQS Integrity Line to your organization
- Announcing EQS Integrity Line to your vendors
- Referencing EQS in your employee handbook
- Referencing EQS in your Code of Ethics

## Announcing the helpline to your organization (Email)

Dear <Employee Name>,

<Company Name> is partnering with EQS to provide you a safe and secure space where you can speak up about concerns or issues in the workplace. EQS Integrity Line is our 24-hour reporting system where you can confidentially and anonymously submit your concerns. To make a report at any time, go to <Insert Helpline URL> or call toll-free 1-800-461-9330.

Your confidential report will be forwarded to us instantly and discreetly for review and proper handling. After submission, you can follow the status and anonymously communicate with us about your report.

We recognize that it can be difficult to bring up your concerns, and you can rest assured that any information you provide is stored privately and securely and will be treated with sensitivity and respect.

Please reach out to us if you have any comments or questions!

<Employer Name>

## Announcing the helpline to your organization (Email)

Dear <Employee Name>,

<Company Name> is partnering with EQS to provide a safe and secure space that makes it easy to report concerns or workplace incidents. Speak up any time, day or night; EQS Integrity Line is available 24/7.

Your report will be forwarded instantly and discreetly for review and follow-up. After submission, you can track the status and send and receive messages anonymously about your report.

We recognize that it can sometimes take a lot of courage to report these kinds of things, and you can rest assured that any information you provide is stored privately and securely and will be treated with sensitivity and respect.

Submit your report by going to <Insert Helpline URL> or call toll-free 1-800-461-9330.

Let us know if you have any questions or comments!

<Employer Name>

## Announcing the helpline to your organization (Email)

Dear <Employer Name>,

<Company Name> is partnering with EQS to provide a confidential and secure space for you to bring up concerns or issues in the workplace. To submit a report, go to <Insert Helpline URL> or call toll-free 1-800-461-9330. Your concerns matter to us, and we want to make your workplace a better place. The phone number and web page can be used 24 hours a day, 365 days a year.

Once your report is submitted, it will be immediately forwarded to the appropriate individuals within our organization for review and follow up.

You can check the status of your report on the EQS website as well as send and receive anonymous messages regarding your submission.

We recognize that it can sometimes take a lot of courage to speak up, and you can rest assured that any information you provide is stored privately and securely and will be treated with sensitivity and respect.

Please reach out to us if you have any comments or questions!

<Employer Name>

## Announcing the helpline to business partners (Email)

Dear <Partner Name>,

<Company Name> is partnering with EQS to provide a confidential and secure place for our partners, vendors, and employees to report concerns and issues. EQS offers easy options for you to report issues when conducting business with <Company Name> 24 hours, seven days a week.

- Go to <Insert Helpline URL> to submit your concern online.
- Call toll-free 1-800-461-9330 (for US and Canada) to speak to a representative. The call center supports multiple languages, and international dialing instructions can be found by going to <Insert Helpline URL> and clicking on the Call Us tile.

Your report will be forwarded instantly and discreetly for review and follow-up. After submission, you can track the status and send and receive messages anonymously about your report. Any information you provide is stored privately and securely.

We appreciate feedback and please reach out with any questions.

<Employer Name>

## Referencing EQS Integrity Line in your company handbook

At <Company Name> we're dedicated to creating an ethical and engaging culture. We encourage employees to reach out to us but also realize that speaking up can be difficult. EQS makes it easy for employees to speak up anonymously and securely when they experience issues in the workplace or have concerns. EQS provides easy options for you to reach out 24/7.

- Go to <Insert Helpline URL> to submit your concern online.
- Call toll-free 1-800-461-9330 (for US and Canada) to speak to a representative. The call center supports multiple languages, and international dialing instructions can be found by going to <Insert Helpline URL> and clicking on the Call Us tile.

Your report will be forwarded instantly and discreetly for review and follow-up. After submission, you will receive an access code, so you can track the status and send and receive messages anonymously about your report at [Convercent.com/report](https://Convercent.com/report).

Any information you provide is stored privately and securely.

## Referencing EQS Integrity Line in your Code of Ethics

### Section Title: Reporting an Issue or Incident

If you are aware of or suspect a breach of <Company Name> Code of Ethics, you should report it immediately to <internal contact> or call <internal number, if applicable>.

If you do not feel comfortable speaking to us directly, you can make a confidential report via our third-party partner, EQS. EQS Integrity Line is a safe and secure place to submit your report anonymously 24 hours a day.

- Go to <Insert Helpline URL> to submit your concern online.
- Call toll-free 1-800-461-9330 (for US and Canada) to speak to a representative. The call center supports multiple languages, and international dialing instructions can be found by going to <Insert Helpline URL> and clicking on the Call Us tile.

Your report will be forwarded instantly and discreetly for review and follow-up. After submission, you will receive an access code, so you can track the status and send and receive messages anonymously about your report at <Insert Helpline URL>.