

Speak Up Policy

G.S.W. is committed to creating an environment that fosters open communication and speaking up. We believe it is important for all associates to have excellent communication with all levels of the organization. The more you know about G.S.W., the easier it is to fulfill the responsibilities of your position and to achieve your goals.

An atmosphere of open communication is critical to the mutual success of our Company and its associates. Successful management-associate relations require open two-way communication. You need an effective way to ask work-related questions, and voice concerns without fear of retaliation. Management needs to be informed so it can act to alleviate problems before they become major concerns.

Our Company values the help of associates who identify and Speak Up about potential issues that need to be addressed. After all, speaking up is essential for us to sustain our reputation, success, and ability to operate – both now and in the future.

If you have a question for concern, you are encouraged to address this directly with the person involved. If this is not appropriate or you do not feel comfortable doing so, you may use any of the following channels:

- **Your direct supervisor, manager, or HR manager**
As a general guideline, the first person to approach with a question or concern is your direct supervisor. You may also choose to go to your manager or your HR Manager.
- **Integrity, Ethics, & Compliance Service**
If you feel the matter cannot be dealt with through internal channels or you do not feel comfortable doing so, you can use the external GSW Integrity, Ethics, & Compliance Service. This service is run by an independent third party and is available 24/7, 365 days a year. It is confidential and in your own language.

We understand it is not always easy to raise concerns about possible misconduct, but we do encourage you to come forward and Speak Up.