



Together...

we can protect
our values.

Online:

[Jefferson.alertline.com](https://jefferson.alertline.com)

Phone:

1-888-5COMPLY
(1-888-526-6759)

Confidential, Easy-to-Use and Always Available



Jefferson

HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

Together, we can accomplish remarkable things. Only by working together as a team to protect our values can we build a successful organization. Your role on the team is simple: always strive to do the right thing in every situation, and speak up if you know of or suspect any unethical behavior. Our role is to listen and to act to correct the situations you bring to light.

If you have concerns about unethical behavior, you have options to file a report.

- **Your immediate supervisor** is a large part of the team. Part of his or her role is to maintain an open door, and he or she is often the best option to get answers to your questions.
- **A Higher-Level Manager or Leader** is your next option if your immediate supervisor cannot handle your concern.
- **Your local Compliance Office, Human Resources, or Office of Legal Counsel** are resources to answer questions or provide guidance for your concerns.
- The **Alertline** is a confidential and easy-to-use tool that is immediately available to you to report concerns. You may file a report without giving your name or contact information when using Jefferson's Alertline.

What You Need to Know about the Alertline:

- An outside company that is not related to Jefferson manages the Alertline 24 hours a day, seven days a week.
- You can call the Alertline at **1-888-5-COMPLY** (1-888-526-6759) or file

a report online at **Jefferson.Alertline.com**.

The system does not record calls, trace reports, or use caller ID.

- If you decide not to provide your name and contact information the system will assign you a report key, password, and a contact date. If you think of something else or additional events occur after you've completed your initial report, you can follow up with your report key and password. If we need additional information from you to resolve your report, the system will ask for it then.
- Whether you file a report online or over the phone, the system will prepare a report and forward it to your local Compliance Officer who will review the report and take appropriate action.

Contact the Alertline at any time to speak up about such issues as:

- Theft, fraud, or any other form of dishonesty
- Harassment or discrimination
- Accounting or financial irregularities
- Potential violations of law, regulations, policies or procedures

The Alertline operators will not be able to answer questions directly. If you have questions, concerns, or suggestions about normal operating procedures, please raise them directly to your supervisor.

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