



## Corporate Compliance Hotline Q and A

Q: What is the number of the Hotline?

A: The Hotline number is **1-845-707-8811**.

Q: What kind of things should be reported on the Hotline?

A: Employees and contractors should report violations of the Center's Code of Conduct, compliance policies, operating regulations, or Federal and State laws. Actual and potential violations of the above must be reported.

Q: Are there other ways to report violations and misconduct?

A: Violations and misconduct may be directly reported to a Center supervisor or the Corporate Compliance Officer.

Q: Who answers the phone calls?

A: The phone goes straight to a voicemail box where you may leave your information. The phone is not answered by a staff member.

Q: Do I have to leave my name?

A: No, you may report violations or misconduct anonymously. However you must leave enough specific information about the issue so that it may be investigated. If you leave your name it will be kept confidential. Leaving your name allows the Compliance Officer to discretely contact you to gain more information.

Q: Will I get in trouble for reporting issues?

A: The Center has a policy of non-retaliation for those employees or contractors who, in good faith, report violations or misconduct. You will be protected from retaliation or retribution for reporting issues. If you are not directly involved in the non-compliant activity there will be no retaliation on the part of the Center for reporting the issue.

Q: Who investigates what I report?

A: The Corporate Compliance Office.