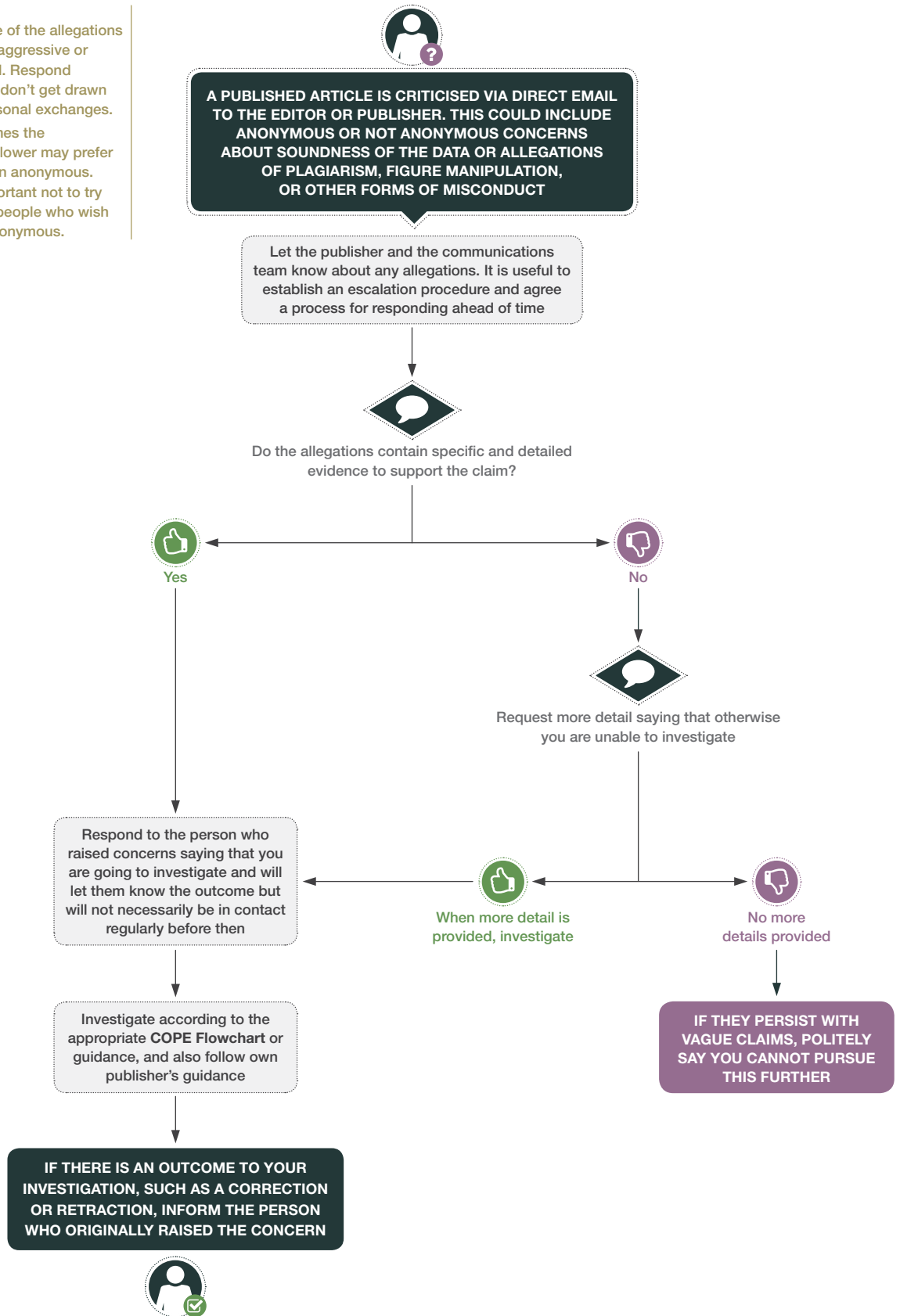


RESPONDING TO WHISTLEBLOWERS
WHEN CONCERNS ARE RAISED DIRECTLY

Notes

- The tone of the allegations may be aggressive or personal. Respond politely; don't get drawn into personal exchanges.
- Sometimes the whistleblower may prefer to remain anonymous. It is important not to try to 'out' people who wish to be anonymous.



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