

## Employee Reporting Procedure for Ethics Concerns

To report their concerns, employees may contact CTG's Ethics Hotline Service, EthicsPoint. Employees who call the hotline or make an entry on the web intake site have the choice to remain anonymous, and any information provided will be confidential. Agents are available to take calls 24 hours a day. Visit the web intake site, [ctg.ethicspoint.com](http://ctg.ethicspoint.com), or call our U.S. telephone number +1 844 627 6885. International telephone numbers are accessible via the web intake site as well.

This service provides employees the opportunity to share any concerns they have, whether about accounting and audit matters, bribery and corruption, confidentiality, conflicts of interest, data privacy, discrimination or harassment or other misconduct, employee relations, fraud, government contracts, or other matters. The complete list – including a catch-all category for other concerns – is available on [ctg.ethicspoint.com](http://ctg.ethicspoint.com).

Employees may also reach out to the Legal Department or the Human Resources Department if they prefer and do not seek to remain anonymous.

Subjects listed on the website:

- accounting and audit matters
- bribery, corruption, improper gifts (given or received), improper lobbying or political contributions
- competition
- confidentiality and misappropriation
- conflict of interest
- data privacy
- discrimination or harassment
- employee relations, human resources
- fraud
- government contracts
- misconduct or inappropriate behavior
- procurement and purchasing practices
- records management
- retaliation
- risk management
- side letters
- theft of any kind
- misuse of company property or resources
- other