TASC’s ‘Confidentially Speaking’ Reporting Program

What is ‘Confidentially Speaking’?

The Confidentially Speaking program guarantees that TASC employees, customers, and vendors can safely and anonymously communicate with management regarding sensitive information. We respect and value your opinions, and hope you will feel comfortable using this program to communicate serious problems or concerns.

Confidentially Speaking is administered by Global Compliance, an independent organization that is contractually forbidden to disclose your personal information to TASC (unless you give them permission).

Why did TASC Implement This Program?

A renewed interest in corporate governance, spurred by the Sarbanes-Oxley Act, has motivated many organizations to implement an anonymous reporting hotline. Because TASC’s Confidentially Speaking system helps employees, customers, and vendors voice their opinions and concerns, we’re able to gain valuable feedback that otherwise might not be forthcoming. Finally, besides helping our efforts to mitigate risk, this information helps us maintain an ethical environment within TASC.

As part of our organization’s core values and best practices, we expect TASC to conduct business in a legal and ethical manner. We do not condone any illegal or unethical behavior. All members of our TASC team are asked to let us know immediately if they become aware of unacceptable activity occurring within the organization. TASC management in turn takes steps to appropriately address the issue.

Examples of unacceptable activities and unethical behavior may fall under the following categories:

- Accounting, Auditing, and Financial Concerns
- Conflict of Interest
- Falsification of Information
- Release of Proprietary Information
- Fraud, Deceit, and Embezzlement
- Securities Violations
- Theft, Safety Concerns, Company Policy Violations
**How Does it Work?**

If you have knowledge about the occurrence of unethical activity, promptly report the situation to a Confidently Speaking representative:
- via website: [www.tascconfidentiallyspeaking.com](http://www.tascconfidentiallyspeaking.com)
- via phone: 877-874-8416.

*As a provider of this information you may remain 100% anonymous, no matter the method of reporting.*

**Reporting via website:**
The user-friendly website makes reporting easy. It walks you through each step of the reporting process, which includes answering a few questions required as part of the feedback collection process. You may also upload supporting documents to the website.

If you wish to receive follow-up information, you may do so in two ways. You may create a custom website password to allow you to check the case status and communicate anonymously. Or, you may provide an e-mail address to receive follow-up information anonymously.

**Reporting via phone:**
If you would rather call, a highly trained representative will thoroughly interview you about the issue. It is advantageous to be as upfront as possible with the interviewer.

Once the report/call is complete, you will receive a unique code related to your report which will allow you to check the case status and/or to follow-up on the matter.

**After reporting:**
The issue will be investigated and escalated as necessary and appropriate. As mentioned above, besides helping our efforts to mitigate risk, this information helps us maintain an ethical environment within TASC. Comments and feedback provided via Confidently Speaking are taken seriously and may directly affect the success and culture of our organization.

We encourage you to use the Confidently Speaking program! We guarantee your anonymity.

Thanks for all the work you put in to make TASC a great company!

TASC Management

---

**IMPORTANT NOTES**

1. In response to the major corporate and accounting scandals including Enron, Tyco Int'l, and WorldCom, a United Stated federal law commonly known as the Sarbanes-Oxley Act (SOX) was passed in 2002. The SOX Act makes it illegal for an organization to retaliate against an employee who reports accounting or audit irregularities or any other illegal or unethical behavior. The Confidently Speaking program uses best practices associated with anonymous hotlines to address such behavior.

2. To ensure the success of this program, it is vital that you respect our intent to establish an anonymous feedback system. Employees are asked not to abuse this program, which is not intended to replace Human Resources involvement, and is not to be used to lodge complaints or communicate unwarranted, troublesome messages about other employees.