



SPEAK UP!

DO YOU HAVE A CONCERN? IF SO, SPEAK UP!

If you would like advice on any matter relating to the PennEngineering® Code of Conduct or wish to report a concern, speak to your line manager or a human resources representative.

Alternatively, you can contact:

PennEngineering® Speak Up Hotline

Phone: 215-766-1000

Email: speakup@pemnet.com

PennEngineering® will not tolerate any form of retaliation directed against anyone who raises a concern in good faith about a possible violation of the Code of Conduct. Any act or threat of retaliation against a reporter will be treated as a serious violation of the PennEngineering® Code of Conduct.

Employees are encouraged to report violations of PennEngineering's Code of Conduct or Manual of Accounting Policies and Procedures.

Some examples include:

- Unsafe Working Conditions
- Illegal and Unethical Conduct (e.g. harassment, discrimination, threats)
- Failure to Comply with Internal Controls
- Falsification of Company Records
- Undisclosed Related Party Transactions
- Alcohol and Substance Abuse