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FOR SOCIAL RESPONSIBILITY

ETHICSPPOINT BY NAVEX GLOBAL

EthicsPoint is a third-party, confidential reporting system and case management tool that provides staff with a simple, risk-free way to anonymously and confidentially report violations of the YMCA's policies and procedures or activities that might involve criminal conduct.

EthicsPoint:

- Allows us to ensure a safe, secure, and ethical workplace and keeps the Y's values and commitments at the forefront
- Encourages employees first to discuss ethical dilemmas or communicate a concern directly with their supervisor. May report anonymously or give their name.
- If the concern involves a matter an employee is not comfortable addressing directly, they may report it directly to EthicsPoint

Why do we need a system like EthicsPoint?

- Our employees are our most important asset. By creating open channels of communication, we promote a positive work environment and maximize productivity
- It is an effective reporting system that reinforces our other efforts to foster a culture of integrity and ethical decision-making
- Allows staff and board to work together to address fraud, abuse, and other misconduct in confidence while cultivating a positive work environment

Four Ways to Access:

1. Online

<http://ymcavp.ethicspoint.com/>

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the YMCAs

Follow-up on a Report
Code of Conduct
Ethics Policy
Whistleblower Policy
Conflict of Interest
Harassment Policy
FAQs

To Make a Report

You may use either of the following two methods to submit a report:

- Select the Center in which the violation took place.
Select -
- OR
- Dial toll-free, within the United States, Guam, Puerto Rico and Canada: 844-792-5200

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.

ATTENTION! This webpage is hosted on EthicsPoint's secure servers and is not part of the YMCA of the Virginia Peninsula website or intranet.

Our Commitment

The YMCA of the Virginia Peninsula Ethics Policy requires Directors, Volunteers, and Employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the YMCA must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

In line with this commitment and the YMCA's commitment to open communication, the YMCA of the Virginia Peninsula has selected EthicsPoint to provide you with simple, risk-free ways to anonymously and confidentially report activities that might involve criminal conduct or violations of the YMCA's policies and procedures. All reports submitted through EthicsPoint will be handled promptly and discreetly with the objective of correcting the situation being reported.

Individuals filing reports through EthicsPoint may choose to identify themselves in their report or remain completely anonymous. To the extent possible, all reports are kept confidential. No retaliatory action on the part of the YMCA will be taken against individuals filing reports or seeking guidance on how to handle potential breaches of conduct.

Prior to making a report to EthicsPoint, you should make your best effort to resolve your concern through your supervisor or the YMCA grievance process. Staff members are always free and encouraged to contact the Chief Human Resources Officer for further advice and counsel in these matters. However, if the situation involves suspected illegal and/or unethical activity that you are not comfortable addressing directly, you are free to report the circumstances directly to EthicsPoint.

The information you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis if you should choose. You have our guarantee that your comments will be heard.

See the [EthicsPoint FAQs](#) for more information.

EthicsPoint is NOT a 911 or Emergency Service:
Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

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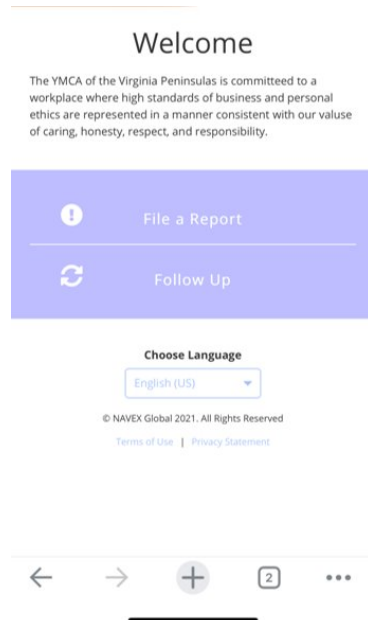


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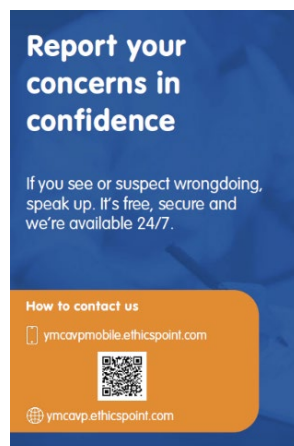
2. Mobile

<https://peninsulaymca.navexone.com/>



3. Call Dial toll-free, 844-769-0289

4. Access by QR Code:





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FAQ

What is EthicsPoint?

- EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global that enables management and employees to work together to address fraud, abuse, and other misconduct in the workplace while cultivating a positive work environment.

Why do we need a system like EthicsPoint?

- Our employees are our most important asset. By creating open channels of communication, we promote a positive work environment and maximize productivity.
- An effective reporting system augments our other efforts to foster a culture of integrity and ethical decision-making

Reporting

May I report using either the internet or the telephone?

- Yes. EthicsPoint enables you to file a confidential, anonymous report via either the telephone or the internet.

What types of situations should I report?

- The EthicsPoint system allows employees to report any violation of our stated Code of Conduct, or other concerns you may have.

If I see a violation, shouldn't I report it to my manager, security, or human resources and let them deal with it?

- When you observe some behavior that you believe violates our code of conduct, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager or other member of our management team. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that we have partnered with NAVEX Global. We would instead report anonymously than keep the information to ourselves.

Why should I report what I know? What's in it for me?

- We all have the right to work in a positive environment. With that right comes the responsibility of acting ethically and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive



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environment. And, corporate misconduct can threaten the very existence of an entire company.

Does management want me to report?

- We certainly do. In fact, we need you to report. You know what is going on in our company - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the company and our people. Also, offering positive input may help identify issues that can improve corporate culture and performance.

Where do these reports go? Who can access them?

- Reports are entered directly on the EthicsPointsecure server. NAVEX Global makes these reports available only to specific individuals charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

Isn't this system just an example of someone watching over me?

- No. EthicsPoint is a positive aspect of our overall philosophy that ensures a safe, secure, and ethical workplace. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today's workplace, and this is a great tool to enhance that communication.

We have carefully chosen the best reporting tool to meet our compliance obligations while maintaining a positive reporting environment.

Reporting Security and Confidentiality

I understand that any report I send from a company computer generates a server log that shows every website that my PC connects with. Won't this log identify me as the report originator?

- NAVEX Global does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to EthicsPoint is available.

If you feel uncomfortable making a report on your work PC, you have the option of using a PC outside our work environment (such as one located at an internet café or a friend's house) through the EthicsPoint secure website. Many people choose this option, as NAVEX Global's data shows that fewer than 12% of reports are generated during business hours.

Can I file a report from home and remain anonymous?

- A report from home, a neighbor's computer, or any internet portal will remain secure and anonymous. An internet portal never identifies a visitor by screen name, and the EthicsPoint



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system strips away Internet addresses so that anonymity is maintained.

I am concerned that the information I provide EthicsPoint will ultimately reveal my identity. How can you assure me that will not happen?

- The EthicsPoint system protects your anonymity. However, if you wish to remain anonymous, you - as a reporting party - need to ensure that the body of the report does not reveal your identity by accident. For example, "From my cube next to Jan Smith..." or "In my 33 years..."

Is the telephone toll-free hot line confidential and anonymous too?

Yes. You will be asked to provide the same information you would provide in an internet-based report, and an interviewer will type your responses into the EthicsPoint website. These reports have the same security and confidentiality measures applied to them during delivery.

What if I want to be identified with my report?

- There is a section in the report to identify yourself if you wish.

Tips and Best Practices

I am aware of some individuals acting unethically, but it doesn't affect me. Why should I bother reporting it?

- Our company promotes ethical behavior. All unethical conduct, at any level, ultimately hurts the company and all employees, including you. You only have to consider what happened in recent corporate scandals to see the disastrous effects that a lapse in ethics can have on an otherwise healthy company. If you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and your coworkers to report them.

I am not sure if what I have observed or heard is a violation of company policy or involves unethical conduct, but it just does not look right to me. What should I do?

- File a report. NAVEX Global can help you prepare and file your report so it can be adequately understood. We'd instead report a situation that turns out to be harmless than let possible unethical behavior go unchecked.

What if my boss or other managers are involved in a violation? Won't they get the report and start a cover-up?

- The EthicsPoint system and report distribution ensure that implicated parties are not notified or granted access to reports in which they have been named.



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What if I remember something important about the incident after I file the report? Or what if the company has further questions for me concerning my report?

- When you file a report at the EthicsPoint website or through the EthicsPoint Call Center, you receive a unique, randomized number called a "Report Key" and are asked to choose a password. You can return to the EthicsPoint system again either by internet or telephone and access the original report to add more detail or answer questions posed by a company representative. We strongly suggest that you return to the site at the time specified to answer company questions. You and the company now have entered into an "anonymous dialogue," where situations are not only identified but can also be resolved, no matter how complex.

Are these follow-ups on reports as secure as the first one?

- All EthicsPoint correspondences are held in the same strict confidence as the initial report, continuing under the umbrella of anonymity.

What if I lose my report key or forget the password I created?

- To ensure that security and confidentiality are maintained, if you lose your report key or password, you will need to file a new report. Mention in the new report that it is related to a report or question you previously submitted.

Can I still file a report if I don't have access to the internet?

- You can file an EthicsPoint report from any computer that can access the internet. You can file from home. Many public locations, including the public library, have Internet computers. If you don't have access to or are uncomfortable using a computer, you can call the EthicsPoint toll-free hotline, available 24 hours a day, 365 days a year.