Lighthouse Anonymous Reporting Process Real Guidance Through Compliance



	Within 24 Hours of Report Being Submitted			Prompt Follow-Up	
	REPORTING	REVIEWED BY LIGHTHOUSE COMPLIANCE DEPARTMENT	FACT-FINDING INITIATED BY LIGHTHOUSE	INVESTIGATION CONDUCTED BY LIGHTHOUSE	CONCLUSION
Trigger: Team member identifies or is made aware of conduct that may violate the Lighthouse Code of Business Conduct and Ethics	Reporting Options: www.RedFlagReporting.com Call 1.877-647-3335 Text RFR to 234-231-9005 redflag@redflagreporting.com Team member has the option to remain anonymous or provide their name. The report is assigned an incident number. Our Client Code is "LLS"	Lighthouse is notified that a new report has been filed. Only the incident number is used for identification. There is a chat tool within the Red Flag Reporting portal where the Lighthouse Compliance Department and team member can communicate while keeping the team member anonymous. The company will respond to the team member via the chat tool within 24 hours of the report being submitted.	3 Lighthouse Lab Services will follow its standard procedure to investigate the report and compile facts.	During the investigation, Lighthouse will use the chat tool to anonymously communicate with the team member should they have questions. The team member can choose to respond or not, but additional information requested will aid in the furtherance of the investigation.	COMPLETED NEXT STEPS Reports will be investigated and concluded as promptly as possible. Once the issue is concluded, Lighthouse will communicate with the team member via the anonymous chat tool.