

Reporting Misconduct or Suspected Violations

Ethics starts with you. All employees must be committed to leading our ethical culture by living the company values and adhering to the highest ethical standards.

You must continue to do everything in your power to keep our culture grounded in *Integrity*.

If you believe that a Code of Ethics and Business Conduct violation has occurred, or you are asked to engage in conduct that violates the Code, report such violations or suspected violations right away.

Failure to report may itself violate the Code of Ethics and Business Conduct.

Remember, the company prohibits any direct or indirect retaliation against employees who, in good faith, report ethical violations or other misconduct or provide information as part of an investigation. Retaliation will not be tolerated!

How to report misconduct or suspected violations:

- Contact your Supervisor, Manager, Human Resources, Law Department, or Ethics Office.
- Contact the OpenLine
 - Via phone: 1 (877) 631-0020.
 - Via web reporting at: <http://www.hii-openline.com>.
- Email ReportMisconduct@hii-co.com.

When reporting misconduct or suspected violations, remember:

- You may make an anonymous report if you desire.
- You must provide sufficient details and pertinent information to assist in conducting an investigation.
- You should follow up regularly. Often, the details provided are not sufficient and more information is needed in order to conduct a thorough investigation.
- You must cooperate fully during the investigation process and answer all questions truthfully.
- See CO A202 - Reporting Misconduct for more information.

Supervisors/Foremen - Please share this message with employees who do not have computer access. Post it for employee review.