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The FCCServices board and management are committed to maintaining integrity and the highest standards of ethical behavior in our business practices. Consistent with that goal and what is considered a “Best Practice” for businesses, we are implementing a new anonymous incident (Whistleblower) reporting system entitled MySafeWorkplace.

This program is established for the purpose of receiving and handling confidential and anonymous complaints from employees, vendors and others related to accounting, financial reporting, internal accounting controls, auditing matters, fraud or other similar concerns. In addition, complaints or concerns regarding illegal conduct, harassment, discrimination or other similar matters may be reported.

This system will enable each of you to submit a report via the Web ([www.mysafeworkplace.com](http://www.mysafeworkplace.com)) or by calling the toll-free number (800-461-9330) that is forwarded to a call center, available 24 hours a day, seven days a week.

This program enables employees, vendors and others wishing to bring issues related to accounting, internal accounting controls, auditing matters, fraud or other concerns to remain anonymous. The program also provides a mechanism for employees or vendors who report their concerns to receive a response to their issue while maintaining their anonymity. Disclosure of concerns or reporting issues under this program is encouraged. There will be no reprisal, retaliations or adverse action taken against any employee or other person so, in good faith, reports or assists in the investigation of a violation or suspected violation, or who makes an inquiry about the appropriateness of an anticipated or actual course of action or conduct. This process should not, however, be abused or misused by raising unfounded or malicious allegations against other employees or managers.