

Have you witnessed...

- Abuse of authority
- Bribery
- Corruption
- Discrimination
- Dishonest practices
- Fraud
- Harassment
- Health violations
- Illegal activity
- Mismanagement
- Safety issues
- Theft

while at work?



Voice Your Concerns

AF encourages employees to voice their employment-related concerns with their manager or Human Resources director; however, we understand that under some circumstances an employee may want to anonymously report unethical, illegal activities and misconduct to AF management. To facilitate the report of these types of conduct without the fear of identification or retaliation, AF has contracted a third-party service called Lighthouse Services, Inc.

How To Report

Lighthouse Services provides a number of ways to report concerns, all of which are available 24 hours a day, seven days a week.

- **Website:** www.lighthouse-services.com/arbfile
- **Toll-Free Telephone:**
 - English speaking: 833-440-0070
 - Spanish speaking: 800-216-1288
- **Email:** reports@lighthouse-services.com
(include company name with report)

We have an obligation to report what we see and have choices in how to express concerns, either through AF Human Resources or anonymously through Lighthouse Services.

When to contact AF Human Resources:

- Dress code violations
- Accommodations for a disability
- Problems with or questions about health or retirement benefits, PTO, training, education, and payroll
- Workplace accidents or workers' compensation claims

When to report through Lighthouse Services:

- Employee theft, fraud, or bribery
- Illegal activities
- Verbal or physical harassment including hostile, intimidating, or abusive conduct; bullying
- Discrimination
- Safety and health issues related to the work environment