



WHEN IN DOUBT, SPEAK OUT!

We may find ourselves in difficult situations while performing our duties throughout our day-to-day operations. When facing these situations, it is essential to remember that you are not alone and that there are channels to help direct and guide you to receive the answers or help you need.

TOPIC: We never condone any behavior or actions that put anyone's safety or well-being at risk. Below is an example of when it may be appropriate to SPEAK OUT in a situation where safety is concerned.

SCENARIO:

Eric is an Argos maintenance employee completing a work order request at a facility. Eric needs a harness to complete the job, and the current harness has fraying on straps (around the D-Ring) and was beyond its life expectancy of 5 years. Maintenance personnel was instructed to order new harnesses after completing WAH training. The manager informed the maintenance employee to use the harness until he could purchase another. What should Eric do?

RESPONSE:

Eric CANNOT start the job due to the fraying on the strap and the expiration of the harness. The manager violated the Code of Conduct by instructing Eric to use the existing defective harness until the newly ordered harness arrived. This instance rightfully causes Eric to doubt, and he should SPEAK OUT and report the situation. Eric should not hesitate to report the conduct of his manager, as there is a zero-tolerance policy for retaliation. By raising his concern, Eric is helping make Argos a safer place to work.

CONCLUSION:

The company's top priority is the health and safety of all Argos USA employees and stakeholders. This is only one example of when speaking out is appropriate. If you ever feel a request may put your safety at risk, you have the right to say no and report the situation.

REMEMBER:

You can reach out to five different channels for guidance and to report your concerns.

- ✓ Our Immediate Manager
- ✓ Our HR Manager
- ✓ The Legal department
- ✓ Our Compliance Department — USCompliance@argos-us.com
- ✓ Our Transparency Hotline — <https://reporte.lineatransparencia.co/argos-us>

