



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:

Fraud & Theft in a corporate setting typically refers to the intentional acts of deception, misrepresentation, or dishonesty that could result in financial or material gain at the expense of the company. Below is an example of when it maybe appropriate to SPEAK OUT in a situation where fraud or theft is concerned.

SCENARIO:

Samantha is an Argos finance employee managing the expense reports. She notices that a certain manager named John has been submitting questionable receipts for the past few months. These receipts seem to have inflated amounts and lack proper details. John is known for his significant contributions to the company and is well-liked. Samantha's immediate supervisor suggests ignoring the discrepancies due to John's reputation and position in the company. What should Samantha do?



RESPONSE:

Samantha MUST NOT ignore these discrepancies. This could be an act of fraud or theft, and allowing it to continue could lead to severe legal and financial implications for Argos. Samantha's supervisor is wrong in suggesting that the situation be overlooked due to the individual's standing in the company. The Code of Conduct states that every employee is accountable for their actions. Samantha should immediately SPEAK OUT and report these questionable expense reports to higher management or the ethics and compliance hotline.

CONCLUSION:

Argos expects its employees to exhibit the highest standards of ethical conduct. This scenario exemplifies a case where speaking out against potential fraud is crucial. If you ever come across suspicious activities that seem fraudulent or dishonest, remember that you have the right, and the responsibility, to report them. Upholding integrity is a collective effort and essential in maintaining the reputation and financial stability of Argos.

REMEMBER:

There are five different channels to ask for guidance and report your concerns.

- ✓ Your Immediate Manager
- ✓ Your HR Manager
- ✓ The Legal Department
- ✓ Our Compliance Department - [USCompliance@ argos-us.com](mailto:USCompliance@argos-us.com)
- ✓ Our Transparency Hotline - <https://report.transparencyhotline.com/argos-us>

