

FAQ

Q: Will I have to give you my name?

A: No, you do not have to give your name if you do not wish to. The information in your report will always be confidential. However, in some cases, management may need more information in order to address your concerns, or you might be encouraged to meet with a management representative if you were personally affected by the situation being reported. But it will always be your decision whether to identify yourself.

Q: What if I don't have all the facts?

A: Paragon wants you to report all concerns in good faith. We will look into the information you provide, attempt to verify it and take appropriate action. If additional information is needed, someone will contact you.

Q: How do I check the status of my report to the Paragon/SCIS Hotline?

A: After you submit your report you will enter a custom password and be assigned a unique report key. This information is exclusive to your report and is unavailable to Securitas in order to protect your confidentiality if you chose to remain anonymous. You can use your password and report key to contact the Securitas Hotline either by phone or web to obtain a response or provide additional information.



The Paragon/SCIS Hotline

800.574.8637

or: www.paragonhotline.com/
www.scishotline.com
confidential reporting 24/7



Paragon Systems, Inc.
13900 Lincoln Park Dr., Ste 370
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When in doubt, report it!
Place a call or file a report
any time day or night!



A safe and secure workplace
begins with you.

What is The Paragon/SCIS Hotline?

The Paragon/SCIS Hotline is a free, anonymous, secure and confidential way for employees to report ethics, safety, and other workplace concerns.

At Paragon and SCIS we promote a culture of employees reporting issues of concern. As a Paragon/SCIS employee, if you see or hear of an issue at work that causes you concern, please report it to the Hotline. This could be anything, such as harassment in the workplace, theft, potential violence, a safety issue, or anything that causes concern. The Paragon/SCIS Hotline is not a substitute for everyday reporting, but should be used to report only those conditions or situations that you were unable to resolve through local human resources or sector office management.

What issues should I first take to my local management?

Working through your chain of command is key. Questions pertaining to uniforms, paychecks, or clarification regarding Company policy should first be addressed with your local office. However, if you are

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uncomfortable with approaching local management or did not receive a satisfactory response from them, the Paragon/SCIS Hotline is an appropriate option. The purpose of the program is to bring areas of concern to the surface so they can be addressed and resolved.

What types of concerns should I report?

- Harassment
- Discrimination
- Alcohol or drug use
- Policy violations
- Pay issues
- Workplace violence
- Insider threats
- Health and safety concerns
- Theft, fraud, or damage to company property
- Ethics violations or any illegal activity
- Unfair treatment of any kind

These concerns may arise from observing the following types of conduct/issues:

- An employee exhibiting signs of unusual, threatening, intimidating, or violent behavior.
- Drug use or alcohol use in the workplace.
- Safety risks or hazardous conditions.
- A fellow employee taking Company or client

property such as cash, supplies, inventory or equipment.

- Someone vandalizing Company or client property or equipment.
- Yourself or someone else being treated unfairly or unprofessionally because of sex, race, national origin, age, disability, religion or other protected characteristic.
- A co-worker making a false injury claim.
- A co-worker engaging in unusual behavior or making unusual inquiries or comments about security procedures.

What happens when I make a report?

When matters are called into the Hotline, Paragon/SCIS investigate and handle the matters according to applicable law and Company policy. You can either call in a report or submit one online. When you call, a Hotline communications specialist will answer your call and ask you a series of questions to understand the nature of your call. It is important that you provide information such as the name and location of your local office and any other pertinent information that will assist the Company in researching and resolving your concern. The communications specialist will take your information and prepare a written report that will be forwarded to Paragon/SCIS management. When you make a report online, you will be asked to respond to a series of questions as well. A report is also generated and forwarded to Company management. After the report is reviewed, it will be assigned appropriately to initiate an inquiry.

