HANFORD MISSION INTEGRATION SOLUTIONS

ETHICS GUIDE

Code of Business Ethics and Conduct

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HMIS is built on the foundation of a company culture that:

Cultivates high standards of ethical and business conduct

Prevents and detects non-compliance

Encourages employees to report compliance issues and concerns

Our **Commitment**

HMIS is committed to maintaining the highest standards of ethics and integrity in everything we do. These signatures represent our commitment to our workforce, our customers, and our community to ensure ethics, integrity, behavior and accountability are at the forefront of our work in support of the One Hanford mission.

Scan QR code to see our executive staff's commitment to ethics

Our **Employees**

As employees of HMIS, we are responsible to immediately question and report anything involving:

- Fraud, waste and abuse
- Conflict of interest
- Bribery
- Gratuity violations found in Title 18 of the United States Code
- Violation of the False Claims Act

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WHO WE ARE

Amy Basche
President and General Manager,
Hanford Mission Integration Solutions

"We are proud of the reputation we continue to build and we take seriously the opportunity to reaffirm this trust with every decision we make."

The culture of HMIS is one built on a foundation of trust, integrity and doing the right thing every time. This allows our customers to have confidence in the work we do and the way we do it. We are proud of the reputation we continue to build and we take seriously the opportunity to reaffirm this trust with every decision we make.

We want you to value our principles of integrity and take personal responsibility for your role in maintaining them. This includes speaking up if you ever see an action or decision that does not meet our high ethical standards. We trust you to lead by example and report concerns. No matter how small, if you see something that doesn't seem right, we expect you'll take accountability to ***Speak Up!***

HMIS takes a proactive stance on ethics and compliance, communicating frequently with team members to inform and educate as a way of ensuring integrity. We recognize the importance of transparency and honesty in all we do, and we make resources available for you to report concerns without fear of retaliation. From the company's president to the newest hire, each and every team member is on equal footing and empowered to seek assistance if you find yourself in a difficult situation where you're unsure of the appropriate choice. We encourage you to always display a questioning attitude and make suggestions when you see an opportunity for improvement, exhibiting a "proud but not satisfied" mentality.

Thank you for always doing your part to uphold our high ethical standards and to ensure integrity in all we do at HMIS.

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Tom Fletcher
Chief Operating Officer,
Hanford Mission Integration Solutions

“Every decision we make should reflect our unwavering commitment to ethical standards, fostering an environment of trust and accountability.”

We want to emphasize the critical role that ethics and integrity play in our daily operations at HMIS. Our commitment to these principles is not just a policy but the foundation of our work and our relationships with each other and our stakeholders. Each of us shares the responsibility to uphold these values, ensuring that our actions reflect the trust placed in us.

We encourage everyone to be proactive in addressing any ethical concerns. Transparency and open communication are vital to fostering an environment where integrity takes precedence. If you encounter situations that challenge our ethical standards, do not hesitate to seek guidance or ***speak up!*** Our Ethics Guide is a valuable resource designed to support you in navigating these challenges.

By prioritizing integrity, we not only mitigate risks but also build stronger relationships within our community and enhance our collective success. Let’s continue to work together to maintain a culture of accountability and trust, which is essential for advancing our mission.

Thank you for your dedication to these principles and for your role in upholding the values that define HMIS. Together, we can ensure a respectful and productive workplace.

Jodie Moxley
Ethics Officer,
Hanford Mission Integration Solutions

“At HMIS, ethics is a fundamental part of our identity. We are dedicated to fostering a workplace environment where ethical behavior is valued and engrained in our company culture.”

We believe ethical behavior is not just a choice but a responsibility as an HMIS team member. Through the HMIS Ethics Guide, we invite you to learn about ethical standards and how they shape our interactions with our customers, employees, partners and the communities we serve. This guide offers a comprehensive overview of our ethical philosophy and the steps in which we take to promote a culture of integrity, respect and social responsibility.

Ethical dilemmas may arise, but our commitment to doing the right thing remains unwavering. We empower our team members to speak up, ask questions and seek guidance when faced with ethical challenges.
At HMIS, we are guided by a strong ethical compass that directs our actions, decisions and interactions with integrity, honesty and fairness at all times. In everything we do, we ensure integrity and high ethical standards, build trust and lead by example. We are committed to a work environment where everyone is treated with fairness and respect. Our actions and how we treat one another are key to maintaining a productive, diverse and inclusive workplace.

We appreciate and encourage our team’s commitment to maintain a questioning attitude in all aspects of our business. This culture of speaking up allows us to continuously improve activities and work conditions to better address the needs of those who matter most – you!

Thank you for embracing this culture, making it stronger each and every day.

BEING HMIS

OUR MISSION

Hanford Mission Integration Solutions delivers mission integration, which introduces new innovations and technologies driving improvement of essential service delivery and enabling the One Hanford cleanup mission.

OUR VISION

Provide Hanford Solutions through Mission Integration to ensure safety first while increasing efficiency and effectiveness through our Service Delivery Model and Connected Enterprise while balancing priorities, navigating complexities, and building consensus.

We will implement innovative Hanford solutions through the efforts of our diverse and talented workforce. We will empower our teams and contribute to our communities by delivering value, aligning and collaborating, transforming and governing, and consistently evolving and enhancing.

HMIS Values are SIMPLE

SAFETY

Consistently improve site safety posture protecting workers, the Hanford Site, and the environment

INCLUSION

Foster a sense of belonging with an awareness of value, connection, respect, and equal access to opportunities

MOTIVATION

Exceed customer and employee goals while maintaining work-life balance

PASSION

Provide quality, transparency and a questioning attitude with a “proud but not satisfied” mentality

LEARNING

Enable growth, development, and innovation with a sense of continual improvement

ETHICS

Ensure integrity and high ethical standards, build trust, and lead by example

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SAFETY.

We Promote a Safe and Healthy Workplace

We put the well-being of our team above all else because we understand that you are our most valuable asset. It is through this appreciation that we commit to employing the highest standards of safety and we pride ourselves in being recognized by DOE for maintaining several VPP STAR sites within HMIS. HMIS employees are offered a variety of safety councils and activities to join; the most prominent being our Employee Zero Accident Councils (EZAC).

Being safe at work includes a workplace that is free of threats, violence, drugs and alcohol. Help keep you and your team safe by practicing respectful conversations, barring weapons from our facilities and maintaining a drug-free workplace.

We Care About Security

A comprehensive workplace security program is important to every employer and HMIS is no exception. HMIS is responsible for both physical and cybersecurity for the entire Hanford Site! We work hard to restrict intruders and trespassers from uninvited access and safeguard sensitive information, assets and people from damage and theft. You can do your part to keep our resources secure by:

- Wearing your **badge and challenging** those without
- **Reporting damaged** or unsafe physical equipment or property
- **Reporting suspicious** or unusual activity or inquiries for information
- Keeping computer and mobile devices physically and **electronically safe**
- **Locking your workstation** when stepping away
- Using strong **passphrases**
- Taking time to **review emails** before clicking on links or attachments
- Properly protecting and **securing LACS cards**

We Protect Government Property

We are entrusted to use government resources to carry out HMIS business. The buildings we work in, the technology that connects us to others, the ideas we develop and the vehicles, tools, computers and mobile devices we use to accomplish our work each deserve the same duty of care.

While limited circumstances allow personal use of government computing equipment, we must take care that this use does not interfere with our ability to do our work (and it is never ok to use these resources for personal gain). Other government resources (such as vehicles) are expressly noted as "business use only" and are not included in the de minimis use category.

Each of us is expected to care for HMIS assets responsibly. You are accountable for the resources provided to you, which means taking care of all resources to prevent theft, damage, carelessness, waste and abuse. If you suspect any waste, fraud, abuse or theft, report it to your manager, supervisor or any reporting entity immediately.

Did you know?

All physical property and equipment arrives through our Central Warehouse Facilities prior to being dispersed throughout the entire Hanford Site. This ensures all items are efficiently inspected, stored, tagged and tracked.

Physical assets are physical items of value

- Properties
- Buildings
- Office furnishings
- Equipment
- Project materials
- Inventory
- Office supplies
- Printed or physical records
- Phones
- Computers

Electronic assets are items accessed or stored in electronic form

- Our network
- Email and internet
- Files and data
- Databases
- Mobile and desktop software

We Protect Our Hometown

The One Hanford cleanup mission is a multi-program effort to remediate the U.S. Department of Energy Hanford Site. Hanford is unique across the DOE complex due to its size and challenges with aging infrastructure, multiple states' involvement, contaminated structures and waste sites, and the demands of complex liquid and solid waste treatment and dispositions.

HMIS delivers critical support to the One Hanford cleanup mission through integrated services while reducing our impact to the environment and local communities. We choose to reduce our footprint by:

- Reducing waste and chemical inventory
- Utilizing energy efficient lighting and equipment
- Implementation of automated processes
- Conserving water
- Buying green products
- Recycling
- Reusing
- Optimizing fleet use and minimizing petroleum fuel used

We Safeguard Records

We understand the importance of protecting, storing and managing records. Having accurate records helps us make faster, better-informed decisions that directly shape the future of HMIS. In every transaction, whether you are filing an expense report, preparing a financial statement, approving an inspection or simply recording your time, do so honestly, accurately and completely.

Just as we ensure protection of HMIS records, those of us with access to sensitive employee information must take special care to limit access only to those with a legitimate need to know.

Name

Address

Social Security Number

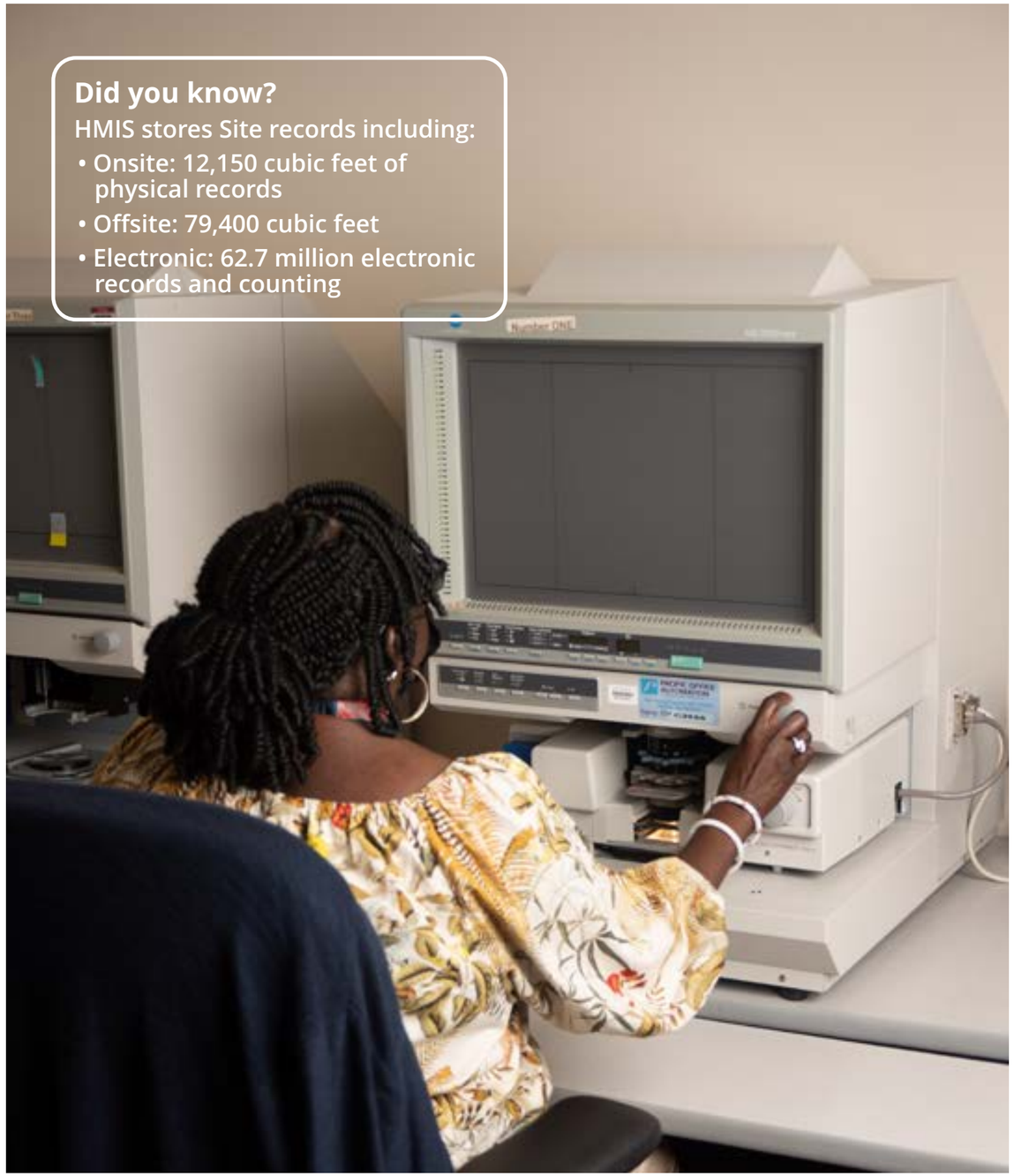
Date of Birth

Demographic Information

Health Data

Social media is an excellent tool used to connect with friends and family members or learn more about our community. HMIS maintains social media sites that are a great way to share approved posts about work! Remember to post responsibly and exercise caution when speaking about HMIS or our business. How you conduct yourself on social media not only reflects on you—it can be a reflection on HMIS. When you post:

- Be clear that any opinions you express are your own and do not necessarily reflect those of HMIS
- Never reveal or share sensitive, proprietary or official use only information
- Do not share pictures from work without prior clearance
- Consider the impact of your post if it went “viral”
- Use good judgment and practice common sense



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INCLUSION.

We Work Together

We are committed to a work environment where everyone is treated fairly and respectfully, never engaging in harassment, bullying or other unprofessional behavior. Our actions and how we treat one another are key to maintaining a productive and inclusive workplace.

Celebrating DIVERSITY!

Developing and retaining a diverse workforce provides us with a sustained competitive advantage. We recognize that a diverse mix of backgrounds, skills and experiences drives new ideas and services that we bring to the Hanford Site as its integrator.

Through the spirit of inclusivity, we also commit to providing equal employment opportunities to all. We base employment decisions (such as hiring, training, promotions, terminations, etc.) on job-related criteria and never discriminate against individuals on the basis of:

- Race
- Sexual orientation
- Medical condition
- Ethnicity
- Color
- Veteran status
- Physical or mental disability
- Age
- Religion
- Genetic information
- Pregnancy
- Gender
- National origin
- Marital status
- Family structure

HMIS is committed to providing a harassment-free environment, in which we all have an opportunity to contribute to our highest potential. As a community, we prohibit all types of harassing behavior that creates an offensive, intimidating, humiliating or hostile work environment that unreasonably interferes with another person's work experience.

We *Speak Up!*

When events unfold that lead you to challenge the path forward, we ***Speak Up!*** At HMIS, we both appreciate and encourage our team's commitment to maintaining a questioning attitude in all aspects of our business. This culture of speaking up allows us to continuously improve activities and work conditions to better address the needs of those who matter most—you. If you find yourself in a situation where the right course of action is unclear, talk to your manager or supervisor. They are often the most equipped to quickly address concerns surrounding a situation within your organization. If you would like to ***Speak Up!*** outside your line management, we have multiple reporting avenues available at your discretion.

- Ethics & Compliance
- Employee Concerns
- Workforce Solutions
- Labor Relations
- HAMTC Safety Representatives
- Internal Audit
- Legal Counsel
- DOE Employee Concerns
- DOE Office of Inspector General

Speak Up! **is an HMIS initiative that encourages respect for individuals who voice their concerns.**

We Follow Our Investigative Process

We believe you should feel comfortable to speak your mind, particularly with respect to ethical concerns. We all benefit tremendously when you exercise your authority to prevent mistakes or wrongdoing by asking the right questions at the right times.

When you boldly ***Speak Up!*** to raise a concern, we promise to do our part to listen and address the matter quickly and professionally.

When an investigation is conducted internally:

- We investigate each allegation
- The investigation is conducted confidentially to the extent possible
- The investigation is independent and objective
- When a case is substantiated, management reviews, approves and implements the recommended corrective and disciplinary action
- Upon finding a violation of an applicable law or regulation, HMIS makes a timely disclosure in writing to the appropriate outside parties

All employees are expected to answer questions honestly and thoroughly if you are asked to participate in an investigation. There's no need to worry – investigations are a normal part of business, and our team is fully qualified to find the right solution.

If a government investigator or external auditor contacts you seeking to visit an HMIS facility or obtain information from HMIS about any matter, notify your manager. Your manager ensures Internal Audit is aware of the request. In keeping up with our own transparency expectations, we continue to build trust with our client when we cooperate fully and promptly to requests for information, but our internal processes must be followed.

As much as we encourage honest reporting, we do not tolerate knowingly making a false report. Making a false accusation can divert investigatory resources away from genuine good faith concerns. Report when you have a reasonable, good faith belief to be true, but never knowingly make a false accusation, lie to investigators or refuse to cooperate in an investigation.

We Protect Whistleblowers

As a contractor to DOE, we all share an obligation to ***Speak Up!*** if we witness or suspect waste, fraud or abuse. We are also covered under the government's special protections for employees who make disclosures; these protections also ensure we can do so without the fear of retaliation. To the fullest extent possible, your concern will be kept confidential. You can even choose to make your voice heard anonymously at any of these official reporting lines.

Reporting is not always easy. Reporting what you think might be wrongdoing can sometimes feel uncomfortable, especially when you are not certain that you know all of the facts. However, reporting misconduct or suspected misconduct allows us to evaluate and promptly resolve issues and can keep matters from escalating or reoccurring, making HMIS a better place for all of us to work.

HMIS Reporting Lines

- **Ethics Office: (509) 376-5555**
- **ECP Office: (509) 373-5956**

HMIS Anonymous Lines

- **Ethics Hotline: (509) 373-5555**
- **ECP Hotline: (509) 373-2273**

DOE-OIG Hotline: (800) 541-1625

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We Do Not Retaliate

Sustaining an open work environment at Hanford where you can raise good faith concerns is a top priority for HMIS. Making a report in good faith means your report is honest, sincere and complete to the best of your knowledge. As part of our ***Speak Up!*** culture, we are firmly committed to an open door policy with zero tolerance for retaliation. We all share the right, without fear of retaliation, to raise concerns about work-related issues.

HMIS does not tolerate any form of retaliation against you for asking a question, making a report in good faith or participating in an investigation.

What is retaliation? Retaliation is any negative job-related action, meant to punish someone for speaking up or cooperating with an investigation. Some examples include unjustified demotion, discipline, firing, salary reduction, exclusion from projects or meetings, or job or shift reassignments.

PREV

Abuse

Demotion

Unjustified Poor Review

Termination

Pay Cut

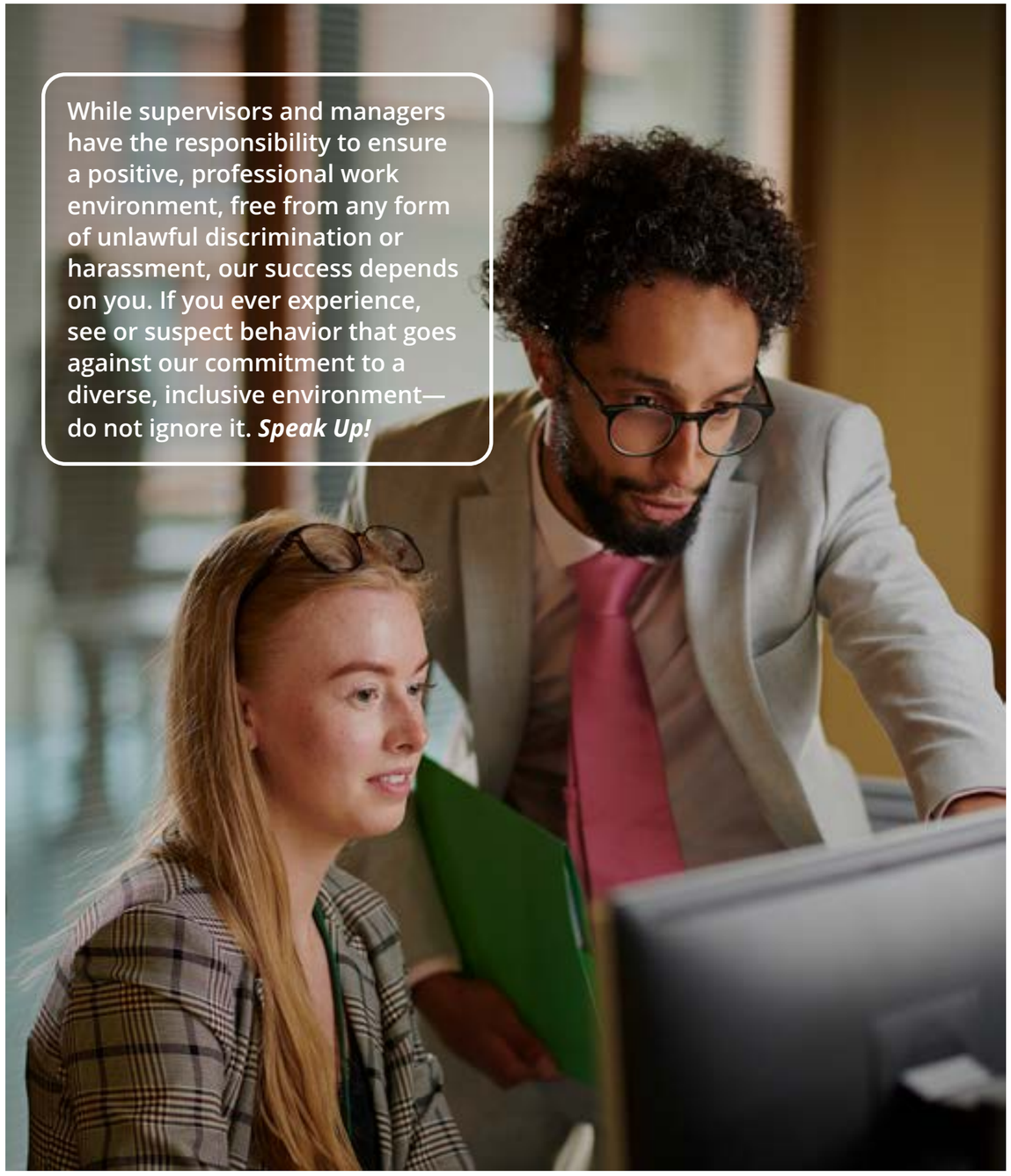
Denied Promotion

Exclusion

Bullying

Reassignment

By reporting retaliation, you are taking a stand for ethics and integrity in our workplace and making HMIS a better place to work.



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MOTIVATION.

We Encourage Work-Life Balance

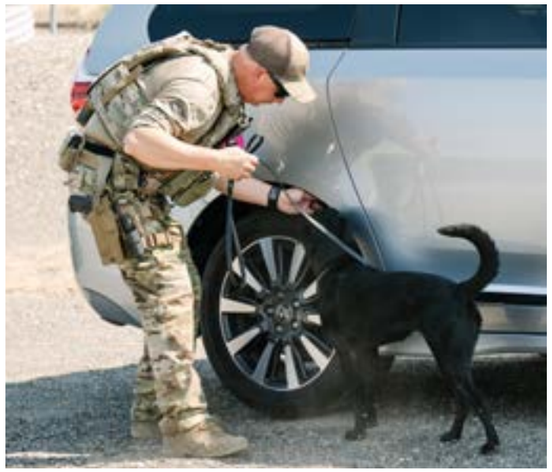
We understand the complexities life offers and believe the key to stress reduction and job satisfaction is through balance. Because work-life balance is not just about the number of hours worked in the office, we offer a number of options for our best-in-class workforce, including:

- Flexible working hours
- Personal time off
- Generous compensation packages
- Comfortable office conditions
- Opportunities for career growth

It is through these HMIS work-life balance benefits that we achieve mutually advantageous results, including:

- Increased morale
- Reduced absenteeism
- Higher engagement
- Increased productivity

A dream doesn't become reality through magic; it takes sweat, determination and hard work.



We Honor Our Obligations

As a prime contractor to DOE and integrator for the entire Hanford Site, we honor our obligations and provide reliable services to all.

- We never substitute inadequate products, services or staff to justify schedule demands
- We never falsify required testing or verification requirements
- We always provide accurate and timely completion of contract deliverables

This is a direct reflection of how we continually strive to exceed our customers' expectations.

We Provide Fair and Accurate Billing

When we ensure our costs are allowable, allocable and reasonable, we demonstrate our commitment to being good stewards of taxpayer dollars. Whether you are reviewing an invoice or submitting your timecard, we each share the responsibility to ensure that our financial integrity remains steadfast and true. This is accomplished by:

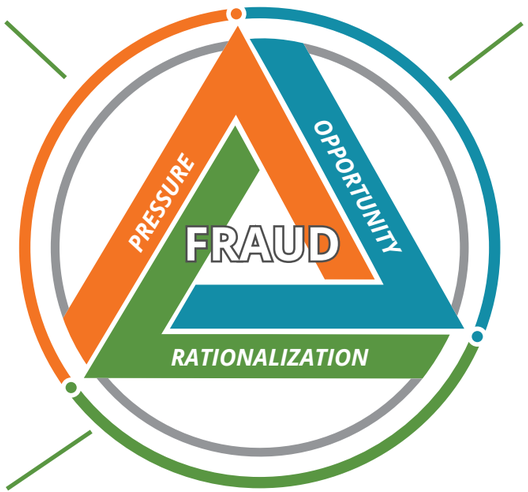
- Charging time to the correct CACN
- Being cost-conscious with every purchase
- Including supporting documentation and/or references
- Scrutinizing anomalies and asking follow-up questions
- Speaking up when you cannot obtain sound answers
- Being cooperative and supportive during audits or reviews
- Never charging for time not worked

Because we insist on financial accuracy, every employee is encouraged and expected to report red flags. Fraud in any form is a crime against our business and what we stand for. It degrades our reputation and will not be tolerated.

Be aware of the signs that may lead to fraudulent activity:

PRESSURE
Feeling some sort of force (financial, greed, emotional) pushing towards fraud.

OPPORTUNITY
Ability to commit the act, without a high chance of being caught.



RATIONALIZATION
Personally justifying the dishonest action.

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PASSION.

We Avoid Conflicts of Interest

We do not allow our personal activities and interests to influence our responsibilities at work. Every decision we make while on the job must be objective and with HMIS and the One Hanford mission in mind. That is why everyone is required to submit a conflict of interest (COI) disclosure form and adhere to the mitigation plan specific to their unique situation. Actual or perceived topics could include:

- Family
- Friends
- Personal outside business
- Investments
- Secondary employer
- Scope of work
- Board memberships
- Charitable work
- Society/group affiliations

Although we all reaffirm our disclosed conflicts are current on an annual basis, we have a continuing obligation to update the form as our personal activities and interests change. If you are unsure, reach out to Ethics and Compliance for help.

We are committed to strengthening our relationships with DOE, our subcontractors, and other Hanford prime contractors. It is important that these relationships remain positive and ethical—never influenced by offers of inappropriate gifts or hospitality.

The exchange of gifts and entertainment is not new in business and is used to express gratitude and build relationships. But, an overly generous gift can pressure the recipient to return the favor or feel indebted to the giver – with decisions that benefit the giver and create an actual conflict of interest, or just the perception of a conflict of interest. This is why we set firm restrictions for those holding contracting or budgetary authority and to place limitations on those without.

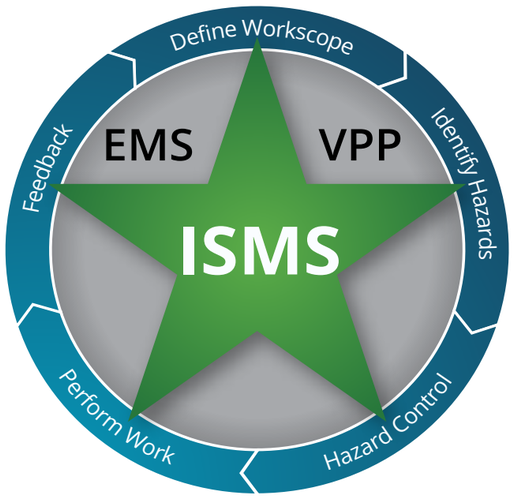
We also do not solicit or accept kickbacks of any kind. Even in difficult circumstances, we hold ourselves accountable, exercise good judgment and refuse to participate in corrupt activity.

We value and encourage participation in the political process while recognizing and respecting the various viewpoints of our team. Your job will not be affected by your personal political views or your choice in political contributions. However, we do not let our personal political activities interfere with our work responsibilities. Employees must not campaign while at the office or use the HMIS name in a political context. Be clear that you are acting on your own behalf and not on behalf of HMIS and participation must be done on your own time, using your own resources. If you plan to seek or accept a public office, you must obtain assistance from Ethics and Compliance.

We Never Stop Improving

The Integrated Safety Management System is the systematic integration of organizations, management systems, requirements, roles and responsibilities and documents to ensure a safe working environment and culture. The goal is to protect you, the public and the environment.

A key feature of ISMS is the feedback loop. In keeping up with our “proud but not satisfied” mentality, we routinely analyze work evolutions and processes to identify opportunities for improvement.



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We Provide Quality Services to the Hanford Site

The HMIS contract is uniquely written to provide essential services to the entire Hanford Site. We make sure the One Hanford mission can be accomplished.

- Business Integration & Chief Financial Office
- Infrastructure & Site Services
- Interface & Integration Services
- Mission Assurance
- Workforce Solutions
- Safeguards, Security & Emergency Response
- Information Management Services
- Engineering & Projects
- Business & Prime Contract Administration
- President's Office

No matter the service you provide on behalf of HMIS, our customers, including other Hanford prime contractors, expect you will execute your work without sacrificing quality. We will not compromise quality, because this would compromise our reputation.

We Support Small Business

Procurement integrity is at the epicenter of every contract we award. We use a structured approach and proven management processes to ensure diverse small and disadvantaged business participation, as well as maintain compliance with applicable laws, regulations and ethical business practices.

Through proactive local community outreach and allowance of fair competition, we achieve DOE small business goals. In fact, we pledge to subcontract 40% of the total contract value with 55% of that value going to small business. This strategic relationship with small businesses may lead them to acquire additional subcontracting and prime contracting opportunities, fostering growth and development for our communities.

These subcontractors are a reflection of how we do business. If you are involved in the subcontract or vendor selection process, use caution and perform due diligence in the procurement process. Throughout each stage of the procurement process ensure you provide decisions that are fair and objective, based on price, quality, performance and merit.

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LEARNING.

We are Committed to Developing Our Team

We are dedicated to developing and retaining our highly skilled workforce to meet current and future goals as we work toward the One Hanford mission.

To that end, we support eligible employees with development opportunities and mentoring programs. These provide employees an experience where they can learn or enhance skills and develop leadership behaviors to increase their effectiveness and gain a greater understanding of themselves.

We further encourage you to develop career paths and opportunities aligned with your professional development through our formal education reimbursement program.

Talk with your manager or contact Workforce Solutions to find out how you can pursue growth and development opportunities.

PREV

We are Here for Our Community

Just as we are passionate about the critical role we each have in the One Hanford mission, we are also passionate about helping our communities thrive. HMIS employees volunteer personal time and talent to our local community in many ways and in doing so grow as individuals as well! Through our Community Commitment Plan, we find ways to look beyond our needs to be an impactful neighbor to those in need. HMIS is proud to partner with organizations that support our local communities, such as:

- Columbia Basin Veterans Center
- Junior Achievement
- Second Harvest
- Washington State STEM Education Foundation
- Boys & Girls Clubs
- Meals on Wheels
- Columbia Basin College
- Tri-Cities Cancer Center Foundation
- American Red Cross Northwest Region
- many more.

Another way we support our neighbors is with charitable donations through the United Way.

We value education and lifelong learning. We work diligently to build strong, mutually beneficial partnerships with educational institutions and community organizations to improve the quality of the company's products and services and the quality of life for our employees, dependents and the citizens of the communities we live in. We are proud to offer a number of development opportunities that not only foster educational excellence, but also offer valuable practical experience that may lead to future employment with HMIS.

HMIS is proud to award scholarships via our Dependent, Co-Op Intern and STEM scholarship programs. Students selected to receive a scholarship may use the funding at any accredited college or university of their choice for the upcoming academic year.

Important to our succession plans, we are proud to offer internships to full-time college students. Interns work part-time learning practical professional experience, allowing us to meet current and future business objectives. In addition, these interns are also afforded an opportunity to apply for the annual Co-Op Intern Student Education Scholarship Program.

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We Deliver the Best Training for Today's Workforce

HMIS Training

To promote the safe and effective execution of our mission, we must have trained and qualified personnel. Our dedicated team of trainers ensure learners are successful and achieve their training goals in a timely manner. We accomplish this through the strategic design and implementation of performance-based training to meet the needs of individuals, groups and departmental objectives.

HAMMER

The staff at the Hazardous Materials Management and Emergency Response (HAMMER) facility each promote a positive learning environment for students and its programs serve the training needs across the Hanford Site as well as non-Hanford customers – such as those involved with our nation's homeland security and emergency response.

Did you know?

Costs associated with missed training courses can have a big impact on our mission. Remember to make your training plans a priority by planning in advance and showing up on time.

The 80-acre HAMMER campus includes life-size props and settings where workers can train in a safe environment. Here, worker-trainers and subject matter experts believe in open dialogue where others can learn to live our values through open discussion of real-life work scenarios. The result is best summed up by HAMMER's motto – ***Training as real as it gets!***

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ETHICS.

We All Have a Role

This Ethics Guide, and the policies that support it, set the standards required from everyone, including our subcontractors. Adherence to our Ethics Guide means putting our values into practice which cannot be achieved by a single person or organization. We each play a role when it comes to ethics. In doing so, we sustain a culture that we all can be proud of. If you are a leader within our company, you will be held to higher standards, and with that, additional responsibilities.

Employee Role:

- **Choose SIMPLE**

  Make sure every action you take is professional, ethical and aligned with our values.

- **Follow procedures**

  Get to know HMIS policies and procedures that apply to your position. Follow them consistently and ask questions if something is not clear.

- **Think before you act**

  Be mindful of making choices that reflect the best in yourself and HMIS.

- **Ask for help**

  When an answer is not clear, ask for guidance before taking action.

- **Stay alert**

  Pay close attention to any activity inconsistent with our Ethics Guide, policies or the law.

- ***Speak Up!***

  Don't ignore a violation. Prevent harm to our company and our reputation by voicing your concern.

Leader Role:

- **Role model**

  Be a model of integrity by upholding our values and talking about them frequently. Talk the talk and then walk the walk.

- **Set and communicate expectations**

  Promote an environment that fosters open discussion about ethics and let your team know that you expect them to make ethical and compliant decisions.

- **Be informed**

  Recognize that you may not always find the answers on your own. Know where to go for answers when there are questions.

- **Open your door**

  Be a resource for your team. Encourage open communication, listen and offer guidance. Elevate concerns or seek help if you need additional direction.

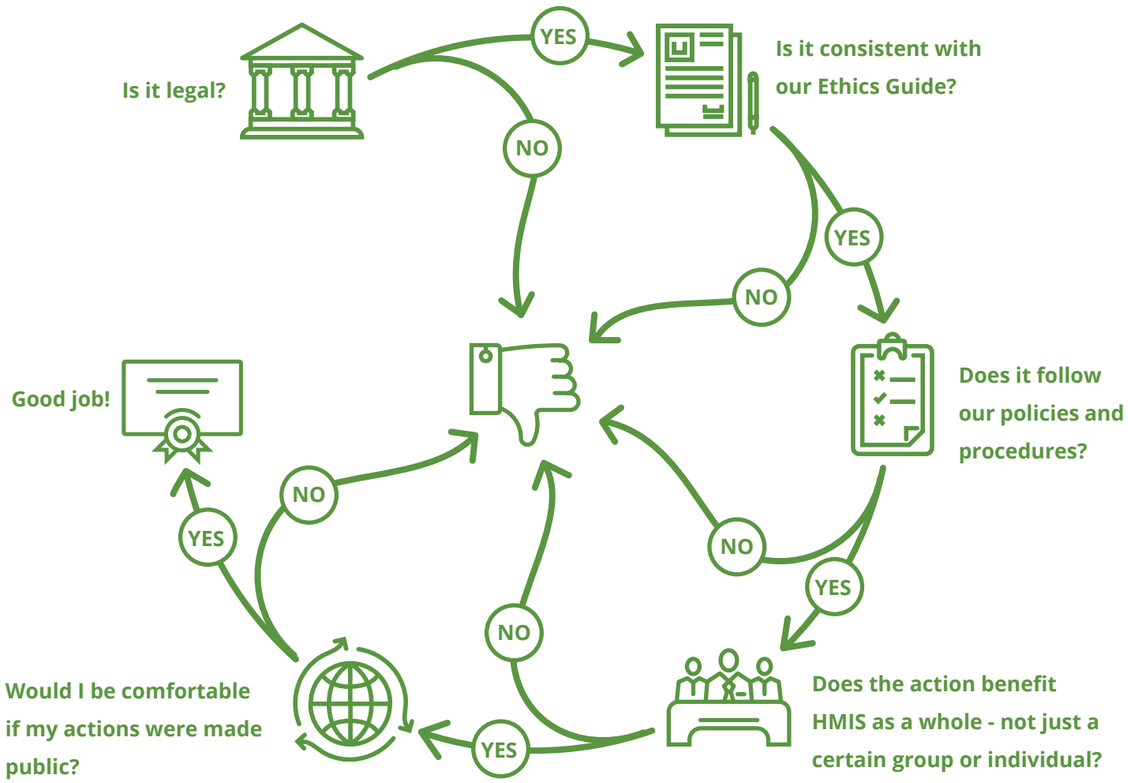
- **Take action**

  Take prompt, appropriate action when you see or suspect misconduct. Make objective decisions. If your employee raises a concern to you, ensure they receive support and respect. Never retaliate or allow others to retaliate.

PREV

We Choose Ethics

Safety and Ethics are the bookends that hold our values together. We are proud of everyone at HMIS who chooses to make the right choice each time. These choices and behaviors reflect our commitment to the highest ethical standards. We believe this defines how we get work done and is a starting point for team expectations. If you are ever in a situation where the right choice isn't clear, ask yourself:



Remember, when in doubt, *Speak Up!*

NEXT

We Recognize and Report Red Flags

Big or small, we all make work-related decisions every day. That includes the decision you make when you decide to ***Speak Up!*** about suspected violations.

Sense that something is not right at work but you are just not sure? Ask! Did you see or hear something about an act that may violate our values, our Ethics Guide, our policies or even the law? Then we need you to ***Speak Up!*** As a contractor or subcontractor to the federal government, you have an obligation to report the issue - even if you are unsure. Don't let ethics stop with you.

Although we cannot list every possible instance, here are some red flags that should be elevated:

- Safety or environmental non-compliances
- Conflicts of interest
- Falsification of time or expense reports
- Contract irregularities
- Having or viewing sensitive business information without a need to know
- Coercion
- Retaliation of any kind
- Theft of government property
- Breaking confidentiality
- Harassment of any kind

Ethics Office: 509-376-5555
Ethics Anonymous Hotline: 509-373-5555

Scan to report concerns

"It takes our team working together to be the best."

HMIS
HANFORD MISSION INTEGRATION SOLUTIONS