



## Employee Ethics Hotline

Use the Employee Ethics Hotline to report (anonymously if you choose):

- Any known or suspected breach of the Sun Life Financial Code of Business Conduct, a supplemental code of business conduct, or a Sun Life policy,
- Any suspected or known incidents of bribery, corrupt behavior, or fraud by or against Sun Life or our employees, customers, business partners, or agents,
- Any questionable accounting or auditing practices,
- Any situations in which you feel you are pressured to violate the law or your ethical responsibilities,
- Any potential conflicts of interests, or
- Any other breaches of ethics or legal or regulatory requirements.

**You may use either the toll-free or web-based version of the Employee Ethics Hotline.**

### **Toll-free number:**

**Dial 1-800-1322-0175** (Using PLDT landline or SMART lines)

**Dial 1-800-8918-0153** (Using Globe lines)

### **Web-based reporting:**

**Employee Ethics Hotline website** (<https://www.employee-ethics-hotline.com/>).

You will need to complete the steps below in order to file your report:

1. **Agreement** - Tick on the attestation box which will serve as your agreement to the terms with the 3<sup>rd</sup> Party service provider
2. **Report** - Please enter your report in your own words; you will be allowed to attach files, if necessary
3. **Category** - Select a category that best matches the main issue of your report
4. **Additional Information** – You will be asked to answer 3 simple questions with drop-down options
5. **Submit** – You will be asked to set up log-in credentials. You will have the ability to communicate with the organization, view messages and check the status of your report. A report ID will be provided to you which will serve as your reference code, enabling you to track the progress of your report.