LOUISIANA HOUSING CORPORATION		
Policy Number 50	**Policy Name** ETHICS HOTLINE POLICY	**Original Effective Date** March 1, 2022
Issuing Department Human Resources	**Revision Dates**	
Contact Human Resources	**Signature**	
Appointing Authority Bradley R. Sweazy, Interim Executive Director	**Signature**	

I. Objective

Louisiana Housing Corporation is committed to the highest possible ethical, moral, and legal business conduct standards. In conjunction with this commitment and Louisiana Housing Corporation's commitment to open communication, this policy aims to provide an avenue for employees to raise such concerns and reassurance that they will be protected from retaliation for the ethics hotline in good faith. However, if an employee feels that their anonymity is not required, they should follow our existing grievance procedure.

II. Applicability

This policy shall apply to all employees of Louisiana Housing Corporation (LHC), hereinafter referred to as "LHC."

III. Policy

The ethics hotline policy is intended to cover serious concerns that could have a significant impact on LHC, such as actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with company policy, including the Code of Business Conduct; or
- Otherwise, amount to serious improper conduct.

Regular business matters that do not require anonymity should be directed to the employee's supervisor and are not addressed by this policy.

IV. Safeguards

Harassment or Retaliation

Harassment or retaliation of individuals submitting hotline reports will not be tolerated.

Confidentiality

Every effort will be made to protect the reporter's identity by our hotline vendor. Please note that the information provided in a hotline report may be the basis of an internal and/or external investigation by our company into the issue being reported. It is possible that as a result of the information provided in a report, the reporter's identity may become known to us during the course of our investigation.

Anonymous Allegations

The policy allows employees to remain anonymous at their option. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised.
- The credibility of the concern.
- The likelihood of confirming the allegation from attributable sources.

Malicious allegations may result in disciplinary action.

V. Procedure

Reporting

The procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting unethical or illegal conduct should be reported in either of the following ways:

- **Website: https://www.lighthouse-services.com/lhc**
- **Anonymous Reporting App: Keyword: lhc**
  - Detailed app instructions here
- **Toll-Free Telephone:**
  - **English speaking USA and Canada: 855-222-0916**
  - Spanish speaking USA and Canada: **800-216-1288**
- **E-mail:** reports@lighthouse-services.com (must include company name with report)

- **Fax:** 215-689-3885 (must include company name with report)

Reporters to the hotline will have the ability to remain anonymous if they choose. Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting, and your anonymity will be protected to the extent possible by law. Your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse, a third-party administrator, to LHC for further review and/or investigation.

Employment-related concerns should continue to be reported through your normal channels, such as your supervisor, HR representative, or to the Human Resources Director (225-763-8896).

Timing

The earlier a concern is expressed, the easier it is for us to take action.

Evidence

Although you are not expected to prove the truth of an allegation, the employee submitting a report needs to demonstrate that there are sufficient grounds for concern in their hotline report.

VI. Handling the Report

The action taken will depend on the nature of the concern. Human Resources and/or Internal Audit receives a copy of each report and follow-up reports on actions taken by the company.

Initial Inquiries

Initial inquiries by Human Resources and/or Internal Audit will be made to determine whether an investigation is appropriate. Some concerns may be resolved by agreed-upon action without the need for an investigation.

Feedback to Reporter

Whether reported directly to LHC personnel or through the hotline, the individual submitting a report will be afforded the opportunity to receive follow-up on their concern:

- Acknowledging that the concern was received.
- Indication of how the matter will be dealt with.
- Given an estimate of the time that it will take for a final response.
- Status whether initial inquiries have been made.
- Update whether further investigations will follow, and if not, why not.

Further Information

The amount of contact between the individual submitting a report and the body investigating the concern will depend on the nature of the issue, the clarity of information provided, and whether the employee remains accessible for follow-up. Further information may be sought from the reporter.

Outcome of an Investigation

At the discretion of the company and subject to legal and other constraints, the reporter may be entitled to receive information about the outcome of an investigation.

VII. Questions

Questions regarding this policy should be directed to Human Resources.