

WHERE TO GO FOR HELP

Whom Should I Contact For Help?

If you have a question or concern about ethical or legal standards, what should you do? We work hard to foster an environment of open, honest communication. So if you have a concern about a legal or business conduct issue, you have options. The most important thing is that you use one of these options to ask the question or raise the concern.

Your Supervisor is usually a good place to start with a legal or business conduct issue.

You may also get help or advice from:

- your Supervisor's supervisor;
- the head of your department;
- your local HR Manager; or,
- If you ever feel unsure about where to go, or are uncomfortable using one of the other resources identified in the Code, Simmons has an additional resource that can help: the [Open Door Line](#).

The sole purpose of the Open Door Line is to answer questions and respond to concerns about compliance, integrity and Simmons policies described in this Code. All calls to the Open Door Line are handled as confidentially as possible. You may identify yourself or maintain your anonymity. If you call anonymously, you will receive a reference number and should refer to that number each time you call the Open Door Line about that matter.

This line is operated by an independent company that helps businesses respond to concerns about integrity and compliance. This line operates 24 hours a day/seven days a week.

What Happens If I Call? Can I Call Anonymously?

If you call Simmons [Open Door Line](#) the outside service will listen and make a detailed summary of your call. The outside service will then forward the information to the appropriate individual to look into the matter.

If you wish, your call can be made anonymously. The Open Door Line assigns tracking numbers so that associates who do not want to give their names can still check back to receive a response or provide more information. Of course, giving your name can often help us look into the matter, and as explained below, Simmons has a firm policy against retaliation for raising a good faith concern under this Code.

Every effort will be made to give your call a quick response, especially when circumstances make that important. If an investigation is undertaken, we will look into the issue promptly and, whenever called for, see that corrective action is taken.

Retaliation Will Not Be Tolerated

Any associate, who in good faith, seeks advice, raises a concern or reports misconduct is following this Code – **and doing the right thing**. Simmons will not allow retaliation against that person. Individuals engaging in retaliatory conduct will be subject to disciplinary action, which may include termination.

If you suspect that you or someone you know has been retaliated against for raising a compliance issue, immediately contact your local HR Manager or the Open Door Line.

We take claims of retaliation seriously. Allegations of retaliation will be investigated and appropriate action taken.

Question: I think my supervisor is doing something that the Code says is wrong. I know I should tell someone, but I'm afraid that my supervisor will make my job more difficult for me if I do. What should I do?

Answer: If you don't feel comfortable talking to your supervisor about it directly, this is an ideal situation for contacting your local HR Manager or calling the [Open Door Line](#). After your information is received, we will investigate the situation. Simmons will not tolerate retaliation against you in any form. The right thing to do is report your concerns right away.

Disciplinary Action

Violations of this Code, laws, regulations, or Company practices can have severe consequences for Simmons and you. Some violations may be criminal in nature and punishable by fine or imprisonment of individuals. Violations can jeopardize our business relationships and could result in our loss of the privilege to do business in the United States. Associates who violate this Code, laws, regulations or Company practices are subject to disciplinary action, up to and including termination and the violation may be subject to criminal prosecution.