

## COOPER STANDARD ETHICSPPOINT FAQs

### What is EthicsPoint?

EthicsPoint is a secure third party website for reporting misconduct concerns. It has its own servers and is not part of the Cooper Standard website or intranet.

EthicsPoint acts as a platform where individuals can report concerns relating to our Code of Conduct and integrity issues, allowing the reporter to be completely anonymous if they choose. Those who report a concern will receive a code to check back to see when the report is under review and closed. Due to confidentiality considerations of all potential parties involved, reporters will not necessarily be informed of any corrective actions. Any allegations of improper conduct that may result in disciplinary action shall be coordinated in accordance with the applicable Company policies.

### What if this is an emergency?

Please seek local authorities or emergency services.

### Who should I voice my concern to, a direct supervisor, a member of the Legal or Human Resources department, or through EthicsPoint?

Any individual who has an integrity concern, including those related to accounting, internal control, auditing or personnel matters, which he or she feels should be brought to the attention of his or her manager is encouraged to take that concern directly to his or her supervisor or the local human resources manager, if appropriate. Individuals may also voice their concerns in person, by phone or by email, directly or indirectly, to any member of the Legal Department or the Human Resources Department or by email to [ethicsandcompliance@cooperstandard.com](mailto:ethicsandcompliance@cooperstandard.com).

Additionally, anyone can raise an ethics and compliance concern (anonymously, if desired) through EthicsPoint, either online at <https://secure.ethicspoint.com/domain/media/en/gui/13016/index.html> or by phone:

Australia	800-339276	Japan	0066-33-112505
Belgium	0800-77004	Korea	00798-14-800-6599
Brazil	0800-8911667	Mexico	001-800-840-7907
Canada	1-866-384-4277	Netherlands	0800-0226174
China (North)	10-800-712-1239	Poland	0-0-800-1211571
China (South)	10-800-120-1239	Romania	0808-03-4288 (at the prompt, dial 866-384-4277)
Czech Republic	800-142-550	Serbia	704-414-5967
France	0800-902500	Spain	900-991498
Germany	0800-1016582	Sweden	020-79-8729
India	000-800-100-1071	United Kingdom	08-000328483
Italy	800-786907	US	1-866-384-4277

### How can I use EthicsPoint to report my concern?

Individuals can create a report confidentially through the EthicsPoint site by clicking on this link <https://secure.ethicspoint.com/domain/media/en/gui/13016/index.html>. Individuals can choose to call the applicable phone number specified in Annex A to the Code of Conduct if they are not comfortable or simply do not want to raise their concerns online.



### **Can I report anonymously?**

Concerns can be voiced anonymously unless local law conflicts with anonymous reporting. When reports are made anonymously, the individual making the report will not be asked for his or her name or any other personally identifying information. Members of the Legal Department overseeing the investigation may ask, through EthicsPoint, for more details regarding the concern but will never ask or require a reporter to identify himself or herself.

All individuals who raise a concern through EthicsPoint, whether online or by phone, will be given a report key and asked to create a password so they can log into the system to review the status of the report that was made. The report key and password also allow individuals to communicate with members of the Legal Department overseeing the investigation to provide additional information and ask questions anonymously.

### **Are reports confidential?**

EthicsPoint reports are submitted through a secure server, separate from the Cooper Standard website or networks and do not track, display or store any user information. Therefore, information linking your computer to EthicsPoint does not exist. All concerns raised through EthicsPoint are kept confidential but may be disclosed to the Legal Department, the Global Ethics and Compliance Committee and those who are investigating the concerns.

If an individual chooses to provide his or her name and contact information when making a report through EthicsPoint, the information is only shared with those investigating the concern and will be done with discretion.

### **How can I check the status of my report?**

Individuals can check the status of any report made through EthicsPoint by using their custom report key and password to log in and review their report. They can also communicate with investigators and provide additional information as needed through EthicsPoint. Individuals who raise concerns through EthicsPoint will not be provided with the details of the investigation or the resolution of the matter, but the status of the report will show “closed” when the investigation is complete.

### **Should I identify myself?**

In many cases the resolution process is expedited when the reporter’s name is provided. The option to identify or remain anonymous is made available during the first steps when reporting a concern and is solely within the discretion of the individual reporting the concern.

### **What if I face retaliation?**

Cooper Standard has a strict non-retaliation policy. The Company will not tolerate retaliation against anyone who in good faith raises a concern, reports misconduct or participates in an investigation. Cooper Standard prohibits taking negative action against any colleague or associate for reporting a possible deviation from this policy or for cooperating in an investigation.

Any individual or associate who retaliates against another individual or associate for reporting a possible deviation from our non-retaliation policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.



### **How does Cooper Standard investigate and resolve concerns?**

After a report is made, a small team comprised of Cooper Standard Legal department members will review the information you provide and take appropriate action to investigate. You will not be provided with the details of resolution but the status of your report will show “closed” when all appropriate action and investigation are complete. You can log in with your report key and password to check the status of your report.

Any allegations of improper conduct received through EthicsPoint are investigated in accordance with local law, and applicable Company policies and procedures, including, but not limited to, the Code of Conduct and the Ethics Reporting Response Policy.

### **Does Cooper Standard really want me to report?**

At Cooper Standard we live our core values, starting with integrity. We recognize that when issues of integrity, ethics and compliance arise our success is thwarted. We encourage reporting to continuously improve the culture and business practices at Cooper Standard.