

Lighthouse Hotline Services

Lighthouse is the ethics hotline used by Arbor Acres to help us meet compliance criteria by providing a way for you to report these types of issues in an anonymous and confidential manner. By having access to a reporting hotline staffed by an impartial third-party provider, you are assured of reporting unethical conduct in complete confidence without the need to reveal your identity unless you choose to do so. This is particularly important when reporting sensitive issues.

Serious concerns relating to, theft, fraud, privacy and security issues, workplace safety violations, compliance, unethical or illegal conduct and human resources issues such as drug and alcohol abuse, discrimination, harassment, aggressive behavior, hostile work environments, abuse of authority, retaliation, time theft and attendance policy violations, should be reported in any of the following ways:

- In general, for most workplace concerns, you can talk to your supervisor. If you are not comfortable talking to your supervisor, talk to Talent Arts (hr@arboracres.org) – you can also drop by or call us. Another alternative is discussing with your supervisor's supervisor or another member of the leadership team.

If you feel you cannot speak to anyone at the company in a position of leadership, then contact Lighthouse:

- Lighthouse website: **www.lighthouse-services.com/arboracres**
- Call Lighthouse - English speaking: (833) 940-0006, Spanish speaking: (800) 216-1288
- E-mail: reports@lighthouse-services.com (must include company name Arbor Acres)
- Fax: (215) 689-3885 (must include company name – Arbor Acres)