

# Exhibit I

## COMPLAINTS



The Company provides multiple avenues for employees to raise concerns or complaints.

Employees are encouraged to first discuss their work-related problems with their manager but are provided various avenues of complaint if such a discussion is not productive or is not practical given the nature of the complaint.

### COMPLAINTS TO MANAGERS

The Company encourages employees to first raise issues with their immediate manager, and to do so as soon as the issue arises. If this complaint does not resolve the issue, employees are encouraged to raise the issue to the next level of management. Ideally, complaints are resolved within the employee's department.

As noted in the [Prohibition of Harassment](#) policy, managers who become aware of possible violations of that policy must notify Human Resources or Employee Relations.

### OTHER AVENUES OF COMPLAINT

Employees also may raise a complaint to Human Resources. Alternatively, employees may call the Company Guideline at (800) 699-4870. Complaints made to the Guideline may be made anonymously.

### NO RETALIATION

The Company will not tolerate retaliation against an employee who has made a good-faith complaint or has cooperated with an investigation into a complaint. An employee who believes he or she has been retaliated against should immediately report the conduct, using one of the avenues outlined above.