

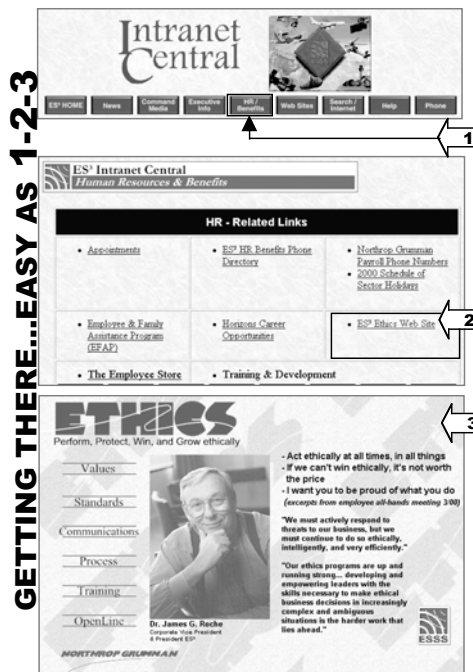
ETHICS CORNER

New! Web Site with On-Line Training

Ethics training -- a shared responsibility:

Ethics and Business Conduct training programs have been developed to provide employees with job-specific information and to raise the level of awareness and sensitivity to key issues. Implementation of the training process is a shared responsibility. The new Ethics web site enables employees and managers to fulfil training requirements more efficiently.

- **Employee**
 - Determine what training is required and recommended, based on function and assignment
 - Establish training objectives; schedule and complete selected training
- **Manager**
 - Allocate adequate resources for employee training and development
 - Review training objectives and accomplishments with employees annually
- **Ethics Office**
 - Coordinate training requirements and opportunities
 - Measure and report training effectiveness; implement continuous process improvement



GETTING THERE...EASY AS 1-2-3

1
2
3

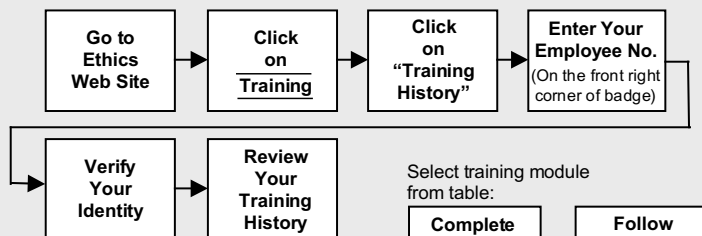
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How To Use Self-Service Training:

- Determine training requirements



- View training history



- Implement training process

