

## Open Letter to Suppliers / Vendors

1/3/2023

Dear Supplier/Vendor:

ConnexCare is an organization committed to compliance and ethics in everything that we do. Our Standards of Conduct contain general guidelines for conducting business with high standards and ethics. We work together to support our mission with strong values. We have included our Standards of Conduct for your review.

ConnexCare is dedicated to fostering an environment where open, honest communications are the expectation and not the exception. We want you to feel comfortable in approaching us in instances where you believe violations of policies or standards have occurred. In situations where you prefer to place an anonymous report in confidence, you are encouraged to use the Compliance Hotline, hosted by a third party hotline provider, Compliance Resource Center, LLC. You are encouraged to submit reports relating to violations of our Standards of Conduct, as well as asking for guidance related to policies and procedure or providing positive suggestions and stories.

The information you provide will be sent to us by the Compliance Resource Center on a confidential and anonymous basis if you should choose. You have our guarantee that your comments will be heard. We respect the expertise, products and services that our suppliers provide. Your work is an integral part of assisting our organization in achieving its mission. We encourage you to partner with us by adopting a Standards of Conduct and policies in your own organization, if not already, that reflects a commitment to achieving both compliance with legal requirements and high standards of business integrity.

ConnexCare Corporate Compliance Officer

[CorporateCompliance@ConnexCare.org](mailto:CorporateCompliance@ConnexCare.org)

315-298-6564 ext. 2012

Corporate Compliance Resource Center:

<https://www.complianceresource.com/hotline/>

1-855-252-7606

Sincerely,

Caitlin Doran Prior

Corporate Compliance Officer

*Say hello to healthy*