



SUNGARD®

Internal use only

A message to all SunGard employees

Be Inspired By Integrity: A Reminder About SunGard's AlertLine

An enduring commitment to integrity is at the heart of everything we do at SunGard. The [AlertLine](#) is an important part of that commitment, providing a confidential channel for voicing concerns and seeking advice about matters touching our business operations.

The AlertLine is an independent communication source where you can proactively ask questions about SunGard's policies and business practices. You can also use it to report suspected unethical, illegal or irresponsible acts that expose SunGard to risk or conflict with the high standards of behavior outlined in [SunGard's Global Business Conduct and Compliance Program, our Code of Conduct](#).

While your manager is typically the best resource for any questions or concerns you may have, when you are not comfortable talking with your manager, or when it is not practical to use your management chain, the AlertLine gives you an alternative method get answers or raise concerns.

Contacting the AlertLine

You can access the multi-lingual AlertLine 24 hours a day, seven days a week – either online or by phone. Your report will be treated confidentially and you will be protected from retaliation as promised in the Global Business Conduct and Compliance Program.

[Visit the AlertLine and find toll-free country specific phone numbers >>](#)

When you contact the AlertLine by phone, a specially-trained operator will document your conversation. If you use the online web form to voice a concern or ask a question, be sure to complete all of the screens. No information will be transmitted until you click the submit button on the final screen.

After you contact the AlertLine:

- The information you share is sent to the SunGard corporate compliance office.
- If you ask a question or seek advice, the compliance office will respond or refer you to a resource where you can get the advice or the answer you need.
- If you report misconduct or policy violations, the corporate compliance office will review your report and undertake an internal fact-finding investigation, if appropriate.

Also, keep in mind that when using the AlertLine:

- You can share information anonymously if your local country law permits anonymous reports.
- Your information will be treated confidentially if you request it, and will be shared on a strict need-to-know basis.

For additional information, log on to the [AlertLine](#) or visit the [Compliance and Business Ethics](#) site.

www.sungard.com
[Terms of Use](#) | [Privacy Policy](#)

©2015 SunGard.

Trademark Information: SunGard, and the SunGard logo are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. All other trade names are trademarks or registered trademarks of their respective holders.

