



BUILDING AMERICA®

Executive

Union Pacific Values Line

UP Values Line

800-998-2000

Anonymously report information regarding violations via a 24-hour hotline

Every employee is responsible for obeying the Union Pacific Policies and Business Conduct Guidelines. Any employee who knows of a violation or possible violation of the Union Pacific Policies or these guidelines should report that information immediately to their Supervisor, Department head or the Values Line.

It is a violation of company policies and these guidelines to discriminate or retaliate against an employee for reporting as required herein. Any employee can make an anonymous report by calling the Union Pacific "UP Values" Line.

No employee will be disciplined or harassed in any way for good-faith reports of violations of Company Policies or these guidelines. In addition, any employee who discriminates or retaliates against an individual for raising any issue in good faith will be appropriately disciplined.

How does the UP Values Line work?

First of all, we encourage all employees to speak openly and honestly about business ethics and compliance concerns with their supervisor or manager.

We recognize that there may be times when an employee wishes to discuss an issue, voice a concern or report a violation confidentially or anonymously. To provide a confidential resource for the reporting of business conduct issues the toll free UP Values line is available 24 hours a day, 7 days a week, 365 days a year. Language translation services are available. TDY services are also available for the hearing impaired.

When should I call the UP Values Line?

You may call the UP Values Line to report concerns about suspected violations of the law or company policies. The primary purpose of the UP Values Line is to provide a channel for reporting business ethics or compliance concerns.

Why call the UP Values Line?

It is your responsibility to seek appropriate guidance about a situation where you are unclear about the right thing to do. You are also responsible to report conduct which does not support our business conduct policy or the law. The UP Values Line is available when you need to report a concern confidentially or anonymously.

What should I do before I call the UP Values Line?

- Talk to your supervisor, unless this is not a reasonable step
- Talk to your Union Chairman or Departmental HR Director
- Check the Employees site for policy resources to help you clarify your concerns
- Be sure you have facts and circumstances regarding the issue
- Be prepared to tell all sides (besides just your own side or view of things)

What other channels should I go through before I call the UP Values Line?

- If your complaint concerns EEO matters – call the EEO Hotline at 877-866-3362
- If you have just been charged with discipline – talk to your Local Chairman
- If you are working with the Employee Assistance Program – call the EAP Helpline at 800-779-1212
- If your complaint concerns a safety issue – call your local Safety Hotline
- When you are having check delivery or timekeeping issues – call [Banking](#) or the [TE&Y Helpdesk](#)
- When you are working with a UP Claims Representative – talk to your UP Claims Rep
- When you are represented by an attorney or are suing Union Pacific – talk to your lawyer
- When it is a Labor Relations/Union agreement issue – talk to your Local Chairman
- If it is a nonagreement performance (PDR) issue – call your department [HR Director](#)
- When you want to transfer because of a "hardship" – reference the [UP Transfer Policy](#)

What happens when I call the UP Values Line?

A specialist will take your call, listen to your concern and ask questions to determine the nature of the issue that you are reporting. If your concern relates to the local workplace, management locally may be contacted to address the issues appropriately and report about the resolution. If you prefer to remain anonymous, you will be provided with a PIN number and a date to call back in order to follow up on the status of your concern or report.

What happens after I've made a call to the UP Values Line?

A summary report is prepared for review and handling. If you provide contact information, someone will get in touch with you. In many cases local management will have to be involved in resolving personal concerns. If needed, departmental management may be advised to review and take appropriate action. Reports usually are closed out within 30 days of receipt.

What should I report to the UP Values Line?

You should report suspected violation of laws or Union Pacific's Statement of Policy on Ethics and Business Conduct, such as:

- Environmental laws
- Health and safety laws
- Harassment or discrimination laws
- Accounting or auditing laws
- FRA or DOT regulations
- Payroll, Contractor, Vendor or Claims Fraud
- Insider trading laws
- Antitrust laws
- Government contract laws

Also report any suspected violation of company policy such as:

- Improper use or theft of company property
- Use of drugs or alcohol in the workplace
- Improper use of information or technology
- Improper payments
- Political payment with company funds

- Gifts, Gratuities and Entertainment violations
- Workplace violence
- Misuse of physical or intellectual property
- Falsification of reports
- Conflicts of Interest
- Inventory or Commodity loss

How else can I report ethics or compliance concerns or suspected violations?

Union Pacific has several other channels or resources available to assist you. You can:

- Speak to your supervisor or any member of management
- You also may type in a UP Values Line report directly to "The Network" through the Union Pacific Employees site
- You also may send reports regarding accounting or auditing issues directly to the General Auditor at:
General Auditor
Union Pacific Corporation
1440 Douglas St. STOP 1860
Omaha, NE 68179

Remember: Union Pacific policy prohibits retaliation against any person who, in good faith, reports a concern or suspected violation of law or company policy.