



# WHAT ARE INQUIRY & REPORTING MECHANISMS?

Inquiry and reporting mechanisms are channels, like a dedicated phone line or online form, by which employees can ask a question or report potential misconduct.

# WHY HAVE A REPORTING MECHANISM?

- ✓ Comply with regulations, such as FAR Clause 52.203-13
- ✓ Allow employees to raise issues they may not wish to discuss directly with management

# OTHER RESOURCES

**U.S. Department of Defense Hotline Posters:** [www.dodhotline.dodig.mil/hotline/poster\\_request1.cfm](http://www.dodhotline.dodig.mil/hotline/poster_request1.cfm)  
**Lockheed Martin *How the Ethics Process Works* brochure:** [www.lockheedmartin.com/content/dam/lockheed-martin/eo/documents/ethics/how-ethics-process-works.pdf](http://www.lockheedmartin.com/content/dam/lockheed-martin/eo/documents/ethics/how-ethics-process-works.pdf)

# ELEMENTS OF AN EFFECTIVE ETHICS PROGRAM

## REPORTING MECHANISMS

### CONTACT CORPORATE ETHICS

**From the United States:**  
1-800-LM-ETHIC (1-800-563-8442)



**From Outside the United States:**  
Use the **International Access Code listing** to find the AT&T Direct Access Code for your country and dial this number before dialing  
1-800-LM-ETHIC (1-800-563-8442).

**From a TTY Machine:**  
1-800-441-7457

**Email:**  
[corporate.ethics@lmco.com](mailto:corporate.ethics@lmco.com)



**Write:**  
Lockheed Martin Corporation  
Corporate Ethics Office  
6801 Rockledge Drive, MP 200-8  
Bethesda, MD 20817

**Fax:**  
U.S. Access Code (if required) + 301-897-6442

*The Corporate Ethics HelpLine is answered from 8am to 5pm EST Monday through Friday, except on days when Corporate Headquarters is closed. All contacts to the Ethics organization are handled confidentially. Check out the *How the Ethics Process Works* brochure for more information about contacting Ethics.*



### SET UP REPORTING MECHANISM

Set up a dedicated phone line, email account, online contact form and/or locked comment box. Having at least one way for employees to contact ethics anonymously is a best practice (and a legal requirement for some firms).



### DETERMINE HOW IT WILL WORK

Establish protocol for who will answer contacts, how, and within what time frame. Be sure to thoroughly document all contacts and actions taken, and limit access to these records to preserve confidentiality.



### PROMOTE IT ACTIVELY

Communicate how and why employees should contact Ethics, and what they can expect when they raise concerns or ask questions. Highlight anti-retaliation policy.



### MONITOR TRENDS

Look for patterns in *how* employees are speaking up and *what* they're reporting. Determine how to address frequent questions/concerns. Provide metrics to leadership.