

IT'S IMPORTANT TO SPEAK UP!

Kansas City Southern does not tolerate workplace misconduct or unethical behavior. As a company stakeholder, you have a responsibility to maintain high standards of business conduct and to **Speak Up!** when you become aware of workplace misconduct or unethical activity. How we do business is as important as the business we do.

Maintaining high standards of conduct ensures a solid reputation of excellence and integrity for you and the company. The pleasant work environment that results leads to more opportunities, enhanced safety and security.

All stakeholders are victims when standards of conduct and ethics are violated. Consequences for not following the rules can include discipline, up to and including termination. But that's not all—workplace misconduct and unethical activity causes low morale, decreased productivity, lawsuits, claims, fines or restrictions on business activities—and that hurts us all.



KANSAS CITY SOUTHERN

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800 727 2615

SPEAK UP!
IT'S
YOUR
CALL 

**HOW WE DO BUSINESS
IS AS IMPORTANT AS
THE BUSINESS WE DO**

FOLLOW THE RULES AND
ACT ETHICALLY—SPEAK UP
WHEN OTHERS DON'T

**SAY STOP
TALK TO A
SUPERVISOR**

SPEAK UP!
ANONYMOUSLY IF YOU PREFER





WHAT SHOULD YOU REPORT?

You should feel comfortable raising any workplace concern with a supervisor, a company official, or through the **Speak Up!** line at **800 727 2615**, which is staffed by an outside vendor. It is your *responsibility* to report any of the following:

- Unlawful harassment
- Unlawful employment discrimination
- Accounting and auditing irregularities
- Bribery
- Conflicts of interest
- Falsification or unauthorized alteration or destruction of company records
- Unauthorized disclosure of proprietary information
- Insider trading and other securities matters
- Misuse of corporate assets
- Theft and fraud
- Threats or incidents of workplace violence
- Employees working while impaired by drugs or alcohol
- Any use or sale of illegal drugs by company employees or on company property
- Violations of antitrust, environmental or other governmental compliance regulations
- Any unlawful conduct involving KCS employees or occurring on company property
- Security concerns, including those of terrorist activity

- Suspicious activity, including inquiries from strangers about our facilities or operations
- Safety and environmental concerns, including any activity that may expose employees or the public to danger
- Harassment, intimidation or retaliation for reporting a good faith safety concern, or for properly and in good faith reporting a work-related injury or illness

WHAT CAN I DO?

Think before you act.

Ask yourself:

- Is the action illegal?
- Is the action respectful, or does it create hostility?
- Would you feel uncomfortable if everyone knew you were behind the action?
- Does the action violate Kansas City Southern's policies or rules?
- Could the action cause loss or harm to you, co-workers, shareholders, vendors or trading partners, the public or other stakeholders affiliated with Kansas City Southern?

If you answer *yes* to any of these questions, the action is very likely *wrong*. If the answer is unclear, don't take a chance.

Consult Company Policies or speak to management. When you think before you act, and make the right decision, you uphold high standards—and set a good example for others to follow.

SPEAK UP! WHEN OTHERS DON'T.

1. If you see or suspect unethical conduct, don't ignore the situation. **Say stop.**
2. Talk to a supervisor or the appropriate department head.
3. Report your concern to the **Speak Up!** line at **800 727 2615** — anonymously if you prefer.
 - **Speak Up!** is operated by The Network, an independent company that provides reporting services to hundreds of companies worldwide. The toll free number is available 24 hours a day, seven days a week. When you call, an interviewer will document the situation in detail. You do not need to give your name and your call will not be recorded.
 - The information is then relayed to Kansas City Southern management to look into your claim, and investigate, where appropriate.

In a few minutes, you've done your part to make Kansas City Southern a better place to work for all of us.

