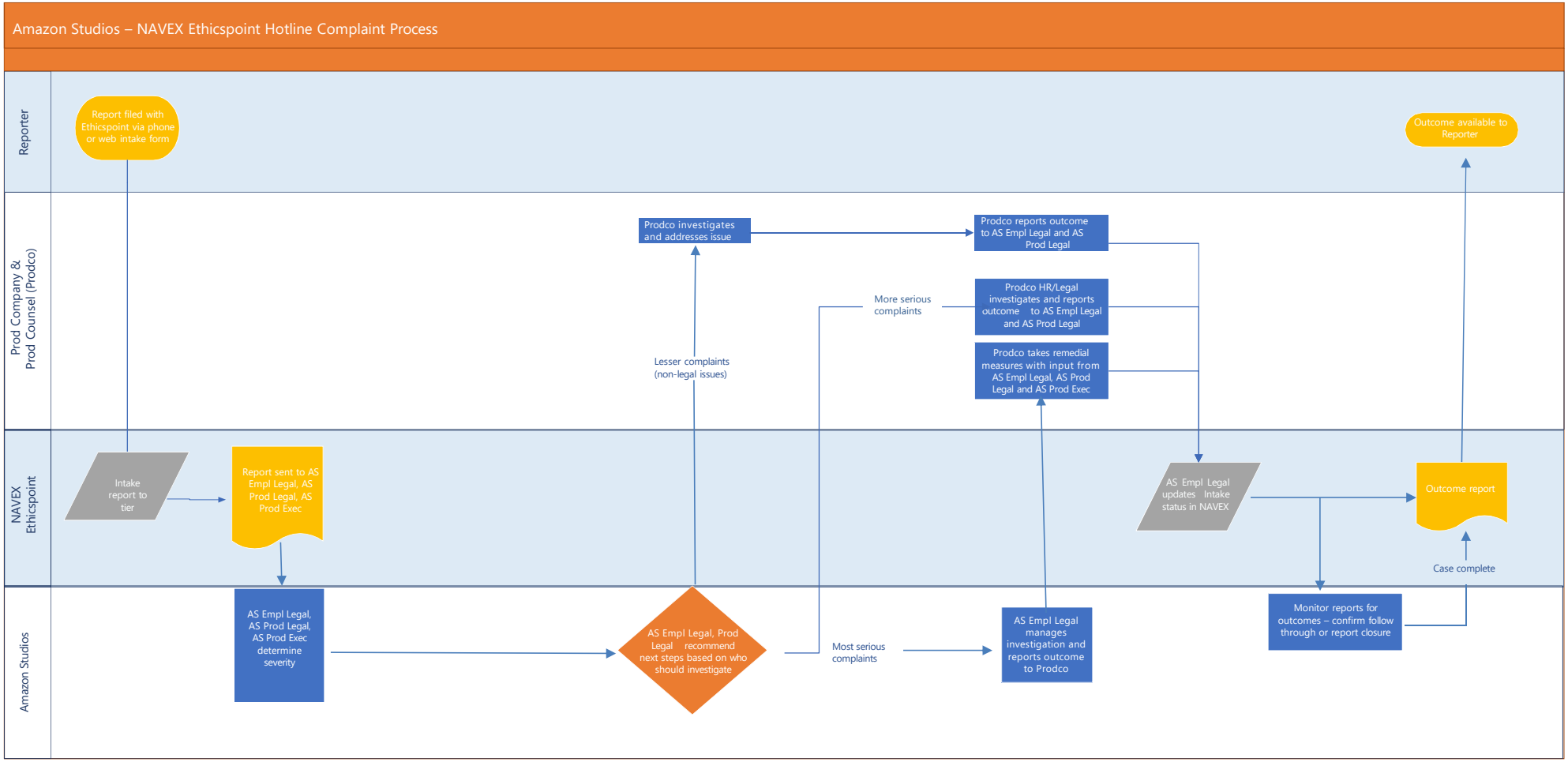
Amazon Studios – NAVEX Ethicspoint Hotline Complaint Process
Reporter
Prod Company & Prod Counsel (Prodco)
NAVEX Ethicspoint
Amazon Studios
Report filed with Ethicspoint via phone or web intake form
Outcome available to Reporter
Prodco investigates and addresses issue
Prodco reports outcome to AS Empl Legal and AS Prod Legal
More serious complaints
Prodco HR/Legal investigates and reports outcome to AS Empl Legal and AS Prod Legal
Prodco takes remedial measures with input from AS Empl Legal, AS Prod Legal and AS Prod Exec
Lesser complaints (non-legal issues)
Intake report to tier
Report sent to AS Empl Legal, AS Prod Legal, AS Prod Exec
AS Empl Legal updates Intake status in NAVEX
Outcome report
Case complete
AS Empl Legal, AS Prod Legal, AS Prod Exec determine severity
AS Empl Legal, Prod Legal recommend next steps based on who should investigate
Most serious complaints
AS Empl Legal manages investigation and reports outcome to Prodco
Monitor reports for outcomes – confirm follow through or report closure