

# COMPLIANCE REPORTING MECHANISM PROCEDURES

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DEPARTMENT: COMPLIANCE	EFFECTIVE DATE: OCTOBER 2020
RESPONSIBLE PARTY: COMPLIANCE MANAGER	LAST REVIEWED: OCTOBER 2020
APPROVAL AUTHORITY: COMPLIANCE OFFICER	NEXT REVIEW DATE: OCTOBER 2021

## Purpose

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This procedure describes the methods by which potential issues can be reported to the compliance department.

## Scope

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This Procedure applies to all Amplifon Americas Employees, Contractors, Volunteers and Board Members.

## Key Terms

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[PLEASE SEE RELATED DEFINITIONS DOCUMENT.](#)

## Procedure(s)

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Amplifon has a variety of methods by which a report can be made to the compliance department.

**Compliance email:** Individuals can email the compliance department at [compliancedept@amplifon.com](mailto:compliancedept@amplifon.com).

**Compliance Hotline:** Individuals can anonymously report compliance concerns to a confidential voicemail by calling (763)268-4103 or Toll Free: 1-800-234-9314.

Both reporting mechanisms are confidential and monitored daily. Access to both the email inbox and voicemail is limited to the Compliance Manager, General Counsel and Legal Assistant.

Amplifon's compliance department maintains a record of all reports that are related to compliance issues. Opt-out requests are shared with the Miracle-Ear customer service team, and spam messages are disregarded. All other requests not related to compliance matters will be shared with the appropriate business unit to complete follow up action.

Reports can also be made by contacting Amplifon's Compliance department directly:

Compliance Department  
Amplifon Americas  
Fifth Street Towers, Suite 2300  
150 South Fifth Street  
Minneapolis, MN 55402

Amplifon has a non-retaliation policy for all reports that are made in good faith.

## **Related Policy and Procedure Documents**

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2020 CP-001 Amplifon Compliance Program Policy

## **References**

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42 C.F.R. §§ 422.503(b)(4)(vi)(D)