

## **Report Ethical Violations Anonymously**

CSS Industries, Inc. provides a reporting hotline for employees to anonymously report violations of the company's Code of Ethics. The purpose of the Code of Ethics is to foster among employees a culture of honesty and accountability. It is the policy of CSS to comply with all applicable governmental laws, rules and regulations, to expect that all employees at all times observe honest and ethical conduct in the performance of their company related responsibilities.

Regular business issues and matters not requiring anonymity should be directed to your Supervisor or to Human Resources.

Listed below are some examples of issues that warrant reporting to the anonymous reporting hotline:

- Ethical Violations
- Violations of Internal Controls
- Vandalism and Sabotage
- Theft
- Improper Conduct
- Conflict of Interest
- Bribery and Kickbacks
- Misuse of Company Property
- Fraud
- Embezzlement
- Violation of the Law
- Falsification of Contract, Reports or Records

### **ANONYMOUS REPORTING OF SUSPECTED VIOLATIONS OF THIS CODE OF CONDUCT**

The Company provides a reporting hotline for individuals to anonymously report violations or suspected violations of this Code of Conduct. Reports of violations or suspected violations of this Code of Conduct may be submitted using any of the following methods:

#### **BY PHONE:**

- **USA and Canada – 877-612-0088 (English) or 800-216-1288 (Spanish)**
- **Mexico – 001-800-216-1288**
- **Outside of North America –**
  1. **Dial the AT&T Direct Access Number from the table below,**
  2. **Wait for the prompt, then**
  3. **Dial the Hotline Number: 800-603-2869**

If calling from ....	The AT&T Direct Access Number is:	If calling from ....	The AT&T Direct Access Number is:
Hong Kong (using Hong Kong telephone)	800-96-1111	Japan (using KDDI)	00-539-111
Hong Kong (using New World Telephone)	800-93-2266	Japan (using Softbank)	00-663-5111
China (Northern) (English)	108-888	Korea (using Korea Telecom)	00-729-11
China (Northern) (Mandarin)	108-710	Korea (using Dacom)	00-309-11
China (Southern) (English)	108-11	Malaysia	1-800-80-0011
China (Southern) (Mandarin)	108-10	Philippines	105-11
India	000-117	Taiwan	00-801-102-880
Indonesia	001-801-10	Vietnam	1-201-0288
All other countries: (1) Get the AT&T Direct Access Number from <a href="http://www.usa.att.com/traveler/access_numbers/index.jsp">http://www.usa.att.com/traveler/access_numbers/index.jsp</a> . (2) Dial the AT&T Direct Access Number. (3) Wait for the prompt, then dial 800-603-2869.			

**BY WEB:** <http://www.lighthouse-services.com/css>  
**(If prompted, use: Login: "CSS" and Password: "Report")**

**BY EMAIL:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)  
**(please indicate that the report is being submitted to CSS Industries, Inc.)**

**The Company's anonymous reporting hotline  
is provided by Lighthouse Services, Inc.**

Lighthouse is a worldwide, anonymous reporting provider that helps companies identify improper behavior. We are committed to protecting the confidentiality and anonymity of individuals who use our system. You may make a report anonymously if you choose to do so. Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law. However, your identity may become known during the course of the investigation. Complaints are submitted by Lighthouse to the Company or its designee, and may or may not be investigated at the sole discretion of the Company.