

# Speak Up Policy

**Policy Owner:** Global Compliance & Integrity

**Effective Date:** October 16, 2014



## 1. Purpose

At LinkedIn, our values require us to have **open, honest and constructive** conversations with one another. That's how we maintain our strong culture of **integrity**. We know that it's not always easy having these conversations with peers or managers, but if you feel like we're compromising our "**Members First**" priorities or if our business practices may not comply with the law or the spirit of the law, it's your responsibility to speak up.

## 2. Our Collective Responsibility

All of us (including our directors, officers, employees, and contingent workforce) are subject to our Code of Business Conduct which requires that we report violations or suspected violations of our Code in accordance with our Speak Up Policy.

We've created this Policy to make speaking up easier to do by outlining the avenues available to you to have your voice heard, especially in difficult situations.

## 3. Anti-Retaliation

This Policy encourages and equips employees and others to raise concerns within LinkedIn. We want speaking up to be both worry-free, and free from the fear of retaliation. We feel strongly about this. That's why it's our policy that if you make a report in good faith about a violation of the Code of Business Conduct, you will not be subject to harassment, retaliation, or adverse employment consequences.

We simply will not tolerate retaliation. In fact, if an employee retaliates against someone who has made a good faith report they can be subject to disciplinary action, up to and including termination of employment.

## 4. How to Make a Report

Determine who is in the best position to address your questions, concerns, suggestions, or complaints. In most cases, this is your manager. However, if you are not comfortable speaking with your manager or you are not satisfied with their response, you are encouraged to speak to your HR Business Partner, Employee Relations or anyone in management who you are comfortable approaching.

- a) HR Business Partners and managers are required to report suspected violations of the Code of Business Conduct to Global Compliance & Integrity, which has been given specific responsibility from the Board of Directors to investigate these issues. If you choose, you may even reach out directly to Global Compliance & Integrity by clicking [here](#).

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- b) If the above options don't appeal to you, we have also established the [In]tegrity Helpline (find more information at [go/speakup](#)). We've asked a third party company, Convercent, to operate this service so you can have the confidence in knowing that your concerns can be raised in a confidential and even anonymous manner, if you desire.

[In]tegrity Helpline Website:

<https://app.convercent.com/en-us/LandingPage/39af0eee-9737-e411-80ef-00155d620d58>

\*Note that certain [EU countries](#) have special requirements and limit the use of anonymous reporting. If you are unable to make an anonymous report, feel free to reach out directly to the Head of Global Compliance & Integrity to discuss your concerns.

## 5. Receipt and Treatment of Complaint

The Head of Global Compliance & Integrity is responsible for the Integrity Helpline and will notify and acknowledge receipt of any report you submit within three business days. All reports will be promptly reviewed and investigated as necessary by the appropriate party. Rest assured that corrective action, when warranted will be taken.

## 6. Confidentiality

We aim to keep reports confidential to the extent possible and consistent with the need to conduct an adequate investigation. Of course, the choice is yours to remain anonymous should you use the Integrity Helpline.

The most important thing is for you to feel empowered to speak up.