

Heather Secrist

From: Communications Team
Sent: Monday, November 25, 2013 5:15 PM
To: Communications Team
Subject: ** Introducing Pomeroy's EthicsPoint Hotline- Voice Your Concerns Anonymously**

Dear Pomeroy Employees,

Pomeroy is committed to conducting business in a manner that is wholly consistent with our Code of Ethics. Likewise, it is the Company's desire to promote a workplace culture where there is a shared sense of responsibility for holding ourselves, as well as others, accountable to a standard of conduct that is built on integrity and ethical behavior. In order to ensure that you have the unrestricted ability to confidentially and anonymously report complaints, issues, or concerns regarding the Company's financial records or reports, unethical behavior, suspected theft/fraud, or any other HR related issues, we are launching a new EthicsPoint **HOTLINE**.

The **HOTLINE** is **NOT** intended to replace the complaint/report/grievance procedures that are already in place at Pomeroy; rather, this new telephone and web-based reporting system should be viewed as another forum in which you can communicate concerns both confidentially and anonymously about actions or omissions within our organization that fall below acceptable standards of conduct, safety, security, honesty, ethics or integrity.

We understand that there may be times when an individual wants to remain anonymous or keep his/her identity confidential when making a complaint. Therefore, effective immediately, the **HOTLINE**, which is hosted by an unrelated, independent third party (NAVEX Global – www.navexglobal.com) that specializes in offering corporate ethics and compliance programs, is available 24x7 for use by you or any other Pomeroy employee who may feel uncomfortable raising a concern, filing a report, or lodging a complaint via the methods set forth under the Company's existing corporate policies and procedures.

<i>How does the system work?</i>	<i>Who should use it?</i>
You make a report with an independent firm called EthicsPoint. The complaint will be reviewed and assigned to a Pomeroy representative for investigation (if or as may be necessary and appropriate based upon the nature of the complaint).	Everyone. It's for all employees, regardless of location. The system is available in multiple languages, via both the telephone and web-based reporting system.
<i>What is it for?</i>	<i>How do I access it?</i>
Use the system to express concerns about potential breaches of Pomeroy's Code of Ethics, including, but not limited to possible financial improprieties, safety and security issues, suspected thefts/fraud, or other acts or omissions that may threaten the integrity of our business operations or our workplace environment.....while remaining anonymous, if you choose.	In the US, call 1-855-761-0364, or go to https://secure.ethicspoint.com/domain/m New Report." Enter Pomeroy, and go to on the left. You can also access the portal on ION by going to http://portal.pomeroy.com/SiteDirectory/

If there are reports of misconduct or other legitimate concerns that you believe need to be voiced, the Company wants to hear from you. All reports made via the **HOTLINE** will be reviewed and responded to if or as may be necessary and appropriate based upon the nature of the complaint.

Please remember that the **HOTLINE** is here to help you—to help all of us.

To open, read, and review the Company's Code of Ethics, please go to:

<http://www.pomeroy.com/home/who-we-are/code-of-ethics> or

http://portal.pomeroy.com/SiteDirectory/hr/eref_docs/EMPLOYEE%20REFERENCE%20GUIDE%2004%2018%202013.pdf

POMEROY
infrastructure. optimized.™

 Please consider the environment before printing this e-mail

NOTICE: This e-mail and any files transmitted with it are intended only for the person(s) or entity to whom the email is addressed and may contain a disclosure. Dissemination, distribution or copying of this e-mail or the information herein by anyone other than the intended recipient, or an employee or agent of the intended recipient, is prohibited. If you have received this e-mail in error, please notify the sender immediately, delete the email from your system and ensure that you do not forward it to anyone. If you would prefer not to receive future marketing and promotional emails, please email marketing1@pomeroy.com or via regular mail to Pomeroy – Attention: Marketing, 1020 Petersburg Road, Hebron, Kentucky 41048. Be sure to include your name and address.