



UFP Industries, Inc.

PERSONNEL POLICY AND PROCEDURE MANUAL

Reporting Problems with Accounting, Internal Controls, and Other Business Practices (PPM 1100)

[Click here for Notice to Employees of Confidential Hotline / \(Spanish\)](#)

GENERAL POLICY STATEMENT

The Company values a workplace with open communication regarding the Company's business practices, and protects its employees from unlawful retaliation and discrimination for properly disclosing illegal or unethical conduct. This policy: (1) establishes guidelines for the receipt, retention, and treatment of reports received by the Company regarding accounting, internal controls, auditing matters, fraud, and unethical business practices, whether submitted by Company employees or third parties; and (2) establishes guidance for providing Company employees with a means to make these reports in a confidential and anonymous manner.

RECEIPT

This policy and the attached Notice shall be provided to Company employees and made generally available through *InsideUFPI, and the Notice must be posted on employee bulletin boards*. The Company has designated its General Counsel to *receive* all reports filed under this policy and coordinate any necessary Company action. Any report received by a Company officer, director, or employee from a non-Company employee shall be immediately forwarded to the General Counsel.

RETENTION

Reports filed under this policy will be controlled and documented by the General Counsel. The General Counsel shall maintain all related documentation for six years, in secured files to which only the General Counsel and Audit Committee *of the Board of Directors* have access.

TREATMENT OF REPORTS

All reports will be addressed promptly, discreetly, and professionally. If an employee desires to remain anonymous, that desire will be respected. Discussions and documentation regarding reports will be kept in strict confidence to the extent appropriate or permitted by policy or law. If the employee identifies himself or herself, the Compliance Department will communicate to the employee the steps to be taken to address the report and the results of any Company actions. This confidential report process may be used either to submit a new report or to address an employee's previous report.

RETALIATION

Retaliation against any employee who files a report or voices a concern under this policy is strictly prohibited. Any employee who feels he or she has been subjected to any behavior that

violates this policy should immediately report such behavior to his or her supervisor, the Human Resources Department, or the General Counsel. An employee who knowingly files misleading or false reports, or without a reasonable belief as to truth or accuracy, will not be protected by this policy.

AUDIT COMMITTEE REVIEW OF REPORTS

A summary of reports received by the General Counsel will be communicated to the Audit Committee on a timely basis, as determined by the Audit Committee.

{Policy revised 08/01/12.}