



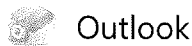
SOUTHEASTERN PATHOLOGY ASSOCIATES

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**ETHICS HOTLINE POLICY UPDATED  
AS  
PATHLINE RED FLAG REPORTING HOTLINE**

**PATHGROUP  
SEPA LABS**

**Original: March 2, 2016  
Reaffirmed: September 8, 2023  
Reorganized as PATHLine Red Flag Reporting: January 20, 2026**



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## Refresh: Introducing PATHLine - A New Compliance, Privacy & Ethics Reporting Resource

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**From** Compliance Mailbox <compliance@pathgroup.com>

**Date** Tue 1/20/2026 5:56 PM

**Cc** PG-All Employees <PG-AllEmployees@pathgroup.com>; RPA All Employees <RPA-AllEmployees@rpathology.com>; P APC-All Employees <PAPC-AllEmployees@pathgroup.com>; SDX-All Employees <SDX-AllEmployees@skindxgroup.com>; DermLab-All <dermlaball@thedermlab.com>; PG-SEPA <PG-SEPA@pathgroup.com>; FMMS All Employees <FMMSAllEmployees@pathgroup.com>; PG-Airpark <PG-Airpark@pathgroup.com>

2 attachments (744 KB)

PathLine Red Flag Reporting - Understanding Your New Employee Benefit.docx; Employee FAQs .pdf;

Dear Team,

We have successfully launched a new employee benefit: **PATHLine** — *Professional Assistance for Transparency and Help*. This is an incident reporting hotline provided through an independent vendor-Red Flag Reporting.

PATHLine empowers employees to report concerns — or “red flags” — related to compliance, HR, safety, harassment, and other workplace issues. **Reports can be submitted anonymously**. Please see the attached document, “*PATHLine, Red Flag Reporting – Understanding Your New Employee Benefit*,” for more details.

This initiative is not a response to any specific event, but a proactive step to support a safe, ethical, and transparent work environment. Our goal is to protect our employees, clients, assets, and reputation.

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### How to Report a Concern:

- Visit: [www.RedFlagReporting.com/PathGroup](http://www.RedFlagReporting.com/PathGroup)
- Call: 1 (877) 637-7748
- Email: [redflag@redflagreporting.com](mailto:redflag@redflagreporting.com)
- Fax: 330-572-8146
- Mail: RFR, P.O. Box 4230, Akron, Ohio 44321

All methods are available **24/7**, and **anonymity is optional** across all channels.

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### Important Notes:

- Reports are handled with an “innocent unless proven otherwise” approach.
- You will be informed who within our organization will receive your report, and you may restrict access if the concern involves specific individuals.
- If all recipients are restricted, the report will be routed to an alternate designated party.
- Red Flag Reporting facilitates communication but does not investigate or resolve concerns.
- Please **retain your report number** for future reference.

**Emergencies:**

PATHLine is not intended for emergency situations. For urgent matters, please contact your manager, HR, or dial 9-1-1.

We continue to encourage open-door communication with supervisors. PATHLine simply provides an additional, confidential option for raising concerns.

If you have any questions, feel free to reach out to [Compliance@PathGroup.com](mailto:Compliance@PathGroup.com).

Kind Regards,

**Ranae Beck**

*VP, Corporate Compliance, Compliance Officer*

*Officer*

[Compliance@PathGroup.com](mailto:Compliance@PathGroup.com)

O: 615.562.9966

**Tisha Taylor**

*Director of Business Compliance, Privacy*

[PrivacyOfficer@pathgroup.com](mailto:PrivacyOfficer@pathgroup.com)

O: 615.562.9259

*Clarity In Compliance, Confidence In Action*

**PathGroup Values: Quality...Integrity...Innovation...Excellence...Passion...Accountability**

## Your New Employee Benefit: Red Flag Reporting Hotline

*A Safe, Confidential Way to Speak Up*

You matter. Your voice matters. That is why PathGroup is investing in a safe, confidential way for you to speak up—because great organizations listen.

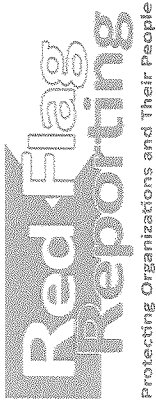
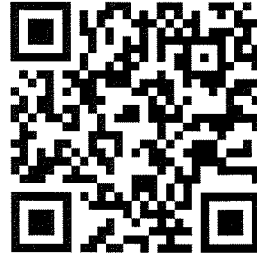
### What is Red Flag Reporting?

Red Flag Reporting is your new confidential hotline—empowering you to speak up about workplace concerns with confidence. This trusted tool supports ethics, safety, and integrity—**protecting you, your team, and the organization, which values doing the right thing.**

### Why This Matters to You

#### Your Voice is Protected

- ✓ Report concerns anonymously or openly—your voice, your choice.
- ✓ Access anytime, anywhere—24/7 via web or live operators.
- ✓ Help create a workplace built on trust, respect, and integrity.
- ✓ Be part of a culture that values doing what is right.



### Multiple Ways to Report

You can reach Red Flag Reporting—your trusted voice for workplace integrity—through any of the following convenient options.

**Phone:**  
1 (877) 637-7748  
*(live operators available 24/7)*

**Website:**  
[www.RedFlagReporting.com/PathGroup](http://www.RedFlagReporting.com/PathGroup)

**You may also use the following:**

**Email:**  
redflag@redflagreporting.com

**Fax:**  
1-330-572-8146

**Mail:**  
RFR, PO Box 4230, Akron, Ohio 44321,  
USA

## What Can You Report?

You are trusted to help protect the integrity of your workplace. By reporting concerns, you are not just doing the right thing—you are helping your organization lead with ethics, safety, and respect. You can report issues related to:

**Compliance, Ethics or Privacy** – Potential violations of laws, policies, or ethical standards

**HR/Workplace Conduct** – Harassment, discrimination, or unfair treatment

**Safety & Security** – Unsafe conditions, threats, or substance abuse

**Patient Care** – Safety or quality of care concerns

**And more!**

## How It Works

Taking action is simple—and powerful. This streamlined process gives you a secure, effective way to speak up and support a workplace built on trust, accountability, and care.

### Simple 3-Step Process

1. **Contact Red Flag Reporting** using any method provided. Report concerns anonymously or openly.
2. **Provide** your report details.
3. **Follow up** as needed - you can check the status of your report.

### Important Information

- ✓ Reports are managed by your organization's investigators.
- ✓ You will be informed who within your organization will initially receive your report. If someone listed is the subject of your concern, you may request that Red Flag Reporting not distribute it to them.
- ✓ Comprehensive case management ensures thorough follow-up capabilities.
- ✓ Multi-lingual support available

## Your Protection is Our Priority

Your organization chose a partner that protects your voice with the same care you bring to your work.

### Robust Security

- ✓ Thorough physical, network, and user access controls protect your information.
- ✓ Responsive customer service with prompt, courteous handling.
- ✓ Trusted by organizations worldwide across numerous industries.

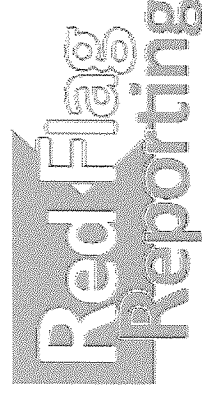
## Remember

### Open Doors Remain Open

You are encouraged to speak directly with your organization's leadership—because your voice matters. Red Flag Reporting is simply another trusted option, giving you the power to speak up in the way that feels right for you.

### Not for Emergencies

In urgent safety situations, always call **911** or your local emergency number. Red Flag Reporting is here to support a culture of integrity by identifying workplace ethics, compliance, and safety concerns that require thoughtful investigation.



Protecting Organizations and Their People

*Protect Yourself, Your Co-Workers, and  
Your Organization.*

## **PATHLine / Red Flag Reporting FAQ's**

**Q: What kind of issues can I report?**

A: You can report any behavior that you believe is unethical or unsafe. This could include harassment, discrimination, safety violations, theft, fraud, and more. This is not a tool for asking for payroll inquiries, benefit inquiries, or general HR questions. Those should continue to be directed to HR.

**Q: Can I report anonymously?**

A: Yes, you can choose to report anonymously or not. Your identity will not be disclosed by Red Flag Reporting without your consent.

**Q: Will my report be taken seriously?**

A: Every report is taken seriously, and we value your courage in speaking up. Please note that Red Flag Reporting is not involved in investigating or resolving your concern.

**Q: What if I face retaliation for reporting?**

A: Retaliation against anyone who reports a concern in good faith is strictly prohibited. If you experience retaliation, you should report it immediately. In fact, our anti-retribution policy can be found in our Employee Compliance Manual.

**Q: How do I make a report?**

A: You can make a report through the various methods previously communicated. The process is simple and user-friendly.

**Q: What happens after I report?**

A: After you report, an investigation will be initiated. You may be contacted for additional information if you have not reported anonymously or if you selected one of the anonymous options that allows us to continue to communicate with you.

**Q: Can I follow up on my report?**

A: Yes, you can follow up on your report, with your case number, to check its status or provide additional information if while filing your report you choose one of the options that allow you to do so.



**Q: What if I am not sure if an issue is worth reporting?**

A: If you are unsure, it is better to report. It is important to ensure the safety and integrity of our workplace, and what seems minor to you might be part of a larger issue.

**Q: Do I need evidence before I report an issue?**

A: While evidence can help, it is not required to make a report. If you suspect unethical or unsafe behavior, it is important to report it so it can be investigated.

**Q: What if the unethical behavior involves someone in upper management?**

A: Unethical behavior is unacceptable, regardless of the person's position in the company. You should report it just as you would for any other employee.

**Q: Can I report concerns about workplace conditions?**

A: Yes, concerns about workplace conditions, such as safety hazards, can and should be reported.

**Q: What if I have reported but no action has been taken?**

A: If you feel your report has not been addressed, you can follow up on it. If you believe you will want to follow-up, when filing your report select one of the options that will allow you to do so. There are such options whether or not you choose to be anonymous. We are committed to investigating all reports.

**Q: Can I make a report on behalf of someone else?**

A: Yes, if someone shares a concern with you and is uncomfortable reporting it themselves, you can report on their behalf.

**Q: What happens if my report is found to be untrue?**

A: If you report in good faith, there will be no negative consequences even if the report is found to be untrue. The key is that you genuinely believed there was an issue when you made the report. Also, we begin with an innocence unless and until proven otherwise mindset with all accusations.



**Q: Can I withdraw my report if I change my mind?**

A: Once a report is made, it cannot be withdrawn in order to ensure all potential issues are thoroughly investigated. However, you can choose to stop participating in the investigation and, if while filing your report you choose an option that allows you to do so, you can let those investigating the report know that you wish to withdraw it. Be sure to save your report number for follow-up.

**Q: How long does the investigation process take?**

A: The length of the investigation can vary depending on the nature and complexity of the report. Rest assured, all reports are managed as promptly as possible.

**Q: Who will be informed about my report?**

A: Information about your report will be limited to those who need to know in order to conduct a thorough and fair investigation. In fact, when filing the report, you will be told who will receive it initially and if that person is the source of your concern, you can block them from receiving it.

**Q: What if I remember additional information after making a report?**

A: If you remember additional information after making a report, you can provide the new information through the same reporting process.

**Q: What if I see unethical behavior outside of my department?**

A: Unethical behavior, no matter where it occurs within the organization, should be reported. You are encouraged to speak up about any concerns, even if they are outside your immediate work area.

**Q: Can I report a concern about a client or vendor?**

A: Yes, if you observe unethical or unsafe behavior involving a client or vendor, you should report it. Our commitment to ethics and safety extends to all our business relationships.

**Q: What if I reported an issue in the past and it is happening again?**

A: If an issue you reported previously is recurring, please report it again. It is important to address any ongoing concerns to ensure a safe and ethical workplace.

**Q: What if I want to report a concern but do not want to use the online system?**

A: If you are uncomfortable using the online system, you may have other reporting options available, such as a toll-free number. Also, remember that the hotline is not intended to replace direct communication with management. If you are concerned, do not hesitate to talk to management directly.

**Q: What if I want to report a concern but I am not sure to whom it should go?**

A: If you are unsure who to report to, you can use the reporting system. It is designed to ensure that reports go to the appropriate parties for investigation. The system also tells you who will initially receive the report and if one of those people is the source of your concern, you can block them from receiving it. Remember, all reports will go to someone within our organization to investigate. Red Flag Reporting is not involved in investigating or resolving your concern.

**Q: What if I have a concern about a coworker but I do not want to cause trouble?**

A: Reporting a concern is not about causing trouble, it is about ensuring a safe and ethical workplace. If you have a concern, it is important to report it.

**Q: What if my concern is about something that happened a long time ago?**

A: Even if an incident occurred in the past, it is still important to report it. Past behavior can still impact the current workplace environment.

**Q: What if I have a concern but it is not about my workplace?**

A: This hotline is only for reporting issues related to our organization.

**Q: What if I am worried about the impact of my report on team morale?**

A: While it is understandable to be concerned about team dynamics, it is crucial to prioritize safety and ethics. In the long run, addressing issues can lead to a healthier, more positive work environment.

**Q: What if I have a concern but I am afraid it will change how my coworkers see me?**

A: It is natural to worry about how others might perceive you. However, reporting a concern is a responsible and courageous act. Remember, you can choose to report anonymously.



**Q: What if I have a concern about something I have been asked to do?**

A: If you are asked to do something that you believe is unethical or unsafe, you should report it. You have a right to refuse tasks that compromise your safety or integrity.

**Q: What if I have a concern but I do not want to get involved?**

A: Reporting a concern does not necessarily mean you will be involved in the investigation. You can choose to report anonymously and decline further participation.

**Q: What if I have a concern but I do not want to use my work computer to report it?**

A: You can report a concern from any device with internet access. You do not have to use your work computer. It is important to know that Red Flag Reporting does not track IP addresses.

**Q: What if I have a concern about something that happened at a company event outside of work hours?**

A: Unethical or unsafe behavior is unacceptable, regardless of when or where it occurs. If it involves our company, you should report it.

**Q: What if I have a concern but I am not sure it is a big deal?**

A: If something does not feel right, it is better to report it. Even small issues can have a significant impact on our workplace.

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**Remember, your voice is important in maintaining a safe and ethical workplace. Do not hesitate to speak up if you see something that does not seem right. If you have any other questions, feel free to ask.**



## **ETHICS HOTLINE POLICY**

**Southeastern Pathology Associates**

**Original: March 2, 2016**

**Reaffirmed September 8, 2023**

*Revised Jan 20, 2026*

*tw*

previous policy here  
retired as of 1-20-2026

## SEPA LABS ETHICS HOTLINE POLICY

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### SCOPE:

This policy applies to all SEPA Labs employees, including part time, temporary and contract employees, and Pathologists

### PURPOSE:

SEPA Labs is committed to the highest possible standards of ethical, moral and legal business conduct. In conjunction with this commitment and SEPA Labs' commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith. However, if an employee feels that their anonymity is not required then they should follow our existing grievance procedure.

### POLICY:

The whistleblowing policy is intended to cover serious concerns that could have a large impact on SEPA Labs, such as actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with company policy, including the Corporate Code of Conduct or Employee Handbook (Personnel Policies); or
- Otherwise amount to serious improper conduct.

Regular business matters that do not require anonymity should be directed to the employee's supervisor and are not addressed by this policy.

### SAFEGUARDS:

#### Harassment or Victimization

Harassment or victimization of individuals submitting hotline reports will not be tolerated.

#### Confidentiality

Every effort will be made to protect the reporter's identity by our hotline vendor. Please note that the information provided in a hotline report may be the basis of an internal and/or external investigation by our company into the issue being reported. It is possible that as a result of the information provided in a report the reporter's identity may become known to us during the course of our investigation.

#### Anonymous Allegations

The policy allows employees to remain anonymous at their option. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

#### Malicious Allegations

Malicious allegations may result in disciplinary action.

## **PROCEDURE:**

### **Reporting**

The whistleblowing procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical or illegal conduct, should be reported in either of the following ways:

- English speaking USA: (800) 280-0005
- Spanish speaking USA: (800) 216-1288
- Website: [www.lighthouse-services.com/sepalabs](http://www.lighthouse-services.com/sepalabs)
- E-mail: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include company name with report)
- Or Fax written documents: 215-689-3885 (must include company name with report)

Reporters to the hotline will have the ability to remain anonymous if they choose. 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 because of the information you have provided. Reports are submitted by Lighthouse to SEPA Labs or its designee, and may or may not be investigated at the sole discretion of our company.

Employment-related concerns should continue to be reported through your normal channels such as your supervisor, local HR representative, or to Ken Fisher, M.T., the Laboratory Operations Officer.

### **Timing**

The earlier a concern is expressed, the easier it is for us to take action.

### **Evidence**

Although you are not expected to prove the truth of an allegation, the employee submitting a report needs to demonstrate in their hotline report that there are sufficient grounds for concern.

## **HOW THE REPORT WILL BE HANDLED:**

The action taken will depend on the nature of the concern. Ken Fisher, M.T. as the Laboratory Operations Officer and Timothy McIntire, M.D. as SEPA Labs General Counsel will receive a copy of each report and follow-up reports on actions taken by the company.

### **Initial Inquiries**

Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved by agreed upon action without the need for an investigation.

### **Feedback to Reporter**

Whether reported directly to SEPA Labs personnel or through the hotline, the individual submitting a report will be given the opportunity to receive follow-up on their concern:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;

- Giving an estimate of the time that it will take for a final response;
- Telling them whether initial inquiries have been made;
- Telling them whether further investigations will follow, and if not, why not.

**Further Information**

The amount of contact between the individual submitting a report and the body investigating the concern will depend on the nature of the issue, the clarity of information provided, and whether the employee remains accessible for follow-up. Further information may be sought from the reporter.

**Outcome of an Investigation**

At the discretion of the company and subject to legal and other constraints the reporter may be entitled to receive information about the outcome of an investigation.

*SEPA Labs reserves the right to modify or amend this policy at any time as it may deem necessary.*

END