

Your Voice Counts!

Please Ask Yourself:

- Does it violate law or Company policy?
- Does it negatively impact others **unfairly**?
- Will someone feel they are owed something in return?
- Does the event or transaction look improper?

If you respond “Yes,” “Maybe,” or “I’m not sure” to **any one** of these questions, then the event or transaction should be reported to the Company for review. Make the Call!

You are the most important ingredient to our success! You can speak with any supervisor or manager, HR representative, site manager, your local Works Council, Company counsel, or the Office of Ethics & Compliance to get assistance if you have questions or concerns regarding:

- Conflicts of Interest
- Compliance with Laws or Policies
- Environmental Issues
- Theft or Fraud
- Alcohol or Drug Abuse
- Harassment or Discrimination
- Breaches of Confidentiality
- Insider Trading
- False Financial Reporting
- Export Compliance
- Workplace Violence

Remember... *Fairness is the standard by which we measure respect for ourselves, each other, our customers, and our suppliers.*



HELPLINE

877.781.7319

Toll-free*, always available, always confidential, and absolutely anonymous – your safe and easy way to help us protect our Values.

**Ethics and integrity
begin with you!**



You may also call or write the ***Kennametal Office of Ethics & Compliance:***

1600 Technology Way
Latrobe, PA 15650, USA
Phone 01.724.539.4031
Fax 01.724.539.3839

What is the HelpLine?

The HelpLine is a toll-free* phone number that you can call if you are not comfortable discussing your concerns face-to-face. The HelpLine is available 24 hours a day, every day. No call tracing or recording devices are ever used and, if you wish, you may remain completely anonymous.

What Happens When You Call?

When you call the HelpLine, a trained Communication Specialist who does not work for Kennametal asks you a series of questions to better understand the nature of your question or concern. The Specialist takes handwritten notes and prepares a report that is forwarded to the Office of Ethics & Compliance for review and, if necessary, investigation. At the end of the call, you are given a unique identification number and a call-back date, at which time you can call the HelpLine back to follow-up on your report. Simply reference the identification number when you call. If additional information is needed from you, you will be asked for it when you call back.



*Dialing Instructions for Toll-Free Access to the Kennametal HelpLine outside the U.S. and Canada:

1. Visit the AT&T Direct Access website <http://www.usa.att.com/traveler/index.jsp>, select your country from the "Choose a Country drop-down list," and click GO to find the AT&T Direct Access Number for toll-free dialing from your country **and** telephone service provider (some countries have more than one Access Number).
2. Dial whatever is needed on the phone you are using to obtain an open line and dial tone for placing a **local** call.
3. Dial the AT&T Direct Access Number for your local telephone service provider. Do not dial any other numbers or prefixes. If there is a ^ in the AT&T Direct Access Number, the ^ indicates a second dial tone will occur at that point in the dialing.
4. Your call should be answered with a musical tone and a recorded voice announcing, "AT&T." After you hear this tone, dial the Kennametal HelpLine number: **877-781-7319**. Do **not** include any additional country codes, zeroes, ones, or any other numbers or prefixes.
5. After you dial the Kennametal HelpLine number, you will be connected to the HelpLine Service Provider. You will hear an English-language message telling you the HelpLine's purpose. **PLEASE DO NOT HANG UP.**
6. After this message, your call will be automatically routed to a HelpLine Communication Specialist, who will answer in English. **PLEASE DO NOT HANG UP.**
7. Simply state your language, and the Communication Specialist will ask an interpreter to join the call. You may be put on hold while the Communication Specialist gets an interpreter. **PLEASE DO NOT HANG UP.** An interpreter will be on the line shortly to take your call!