

# FREQUENTLY ASKED QUESTIONS

## QUESTION

I have a concern that my manager may be acting unethically. I want to select “I cannot certify,” but I’m worried that my Manager will be notified. What should I do?

## ANSWER

If you have concerns about ethics, policy violations or violations of law, you should raise them immediately through the disclosure program. You should never be fearful about raising concerns. Avanir has policies designed to protect you that prohibit retaliation against any employee for raising or helping to address any concern.

You should never wait for the certification cycle to raise a concern, but if you select “I cannot certify,” you will be contacted directly by Compliance, your manager will not be notified, and your submission will remain confidential.

Remember, at Avanir, you are expected raise concerns and report wrongdoing as soon as you become aware. Do not wait for the certification cycle to raise concerns.

## QUESTION

I am going on vacation for 2 weeks during the Certification cycle; will my manager be able to certify without me?

## ANSWER

No, all of the managers above your level will be locked-out until your Certification is completed. However, in the event this happens, the certification homepage can be accessed via the email link, and all functionality is accessible from any location using an Avanir laptop or Avanir mobile phone.

## QUESTION

I am a People Manager and my Certification is locked-out because one of my Direct Reports has left the company (or is on medical leave). What should I do to complete my Certification?

## ANSWER

Contact the CERT Admins at [AvanirCertifications@avanir.com](mailto:AvanirCertifications@avanir.com). They will work with you to “Close out” employees within your organization who are no longer active employees.

## QUESTION

I selected “Yes” to all statements in the Certification, but I am not comfortable selecting “Can Certify” because of a compliance/ethical concern that was not addressed by the earlier statements, what should I do?

## ANSWER

Even if you select “Yes” to all statements, it is still okay to select “Cannot Certify.” If you do, Compliance will reach out to you. Remember, at Avanir, we recommend that you raise concerns and report wrongdoing as early as possible. If you have concerns prior to your Certification Cycle, report them immediately.

## QUESTION

About a month ago, I had opened up a case on the Avanir Alertline about a potential compliance violation that I had witnessed. I shared all of the details during the intake process. When it comes to my upcoming/current Certification, should I still select “Cannot Certify” for that Period?

## ANSWER

As long as you disclosed your concern to the Alertline, you may select “I can certify.” However, if you still have a concern, please contact the Avanir Alertline.

## QUESTION

Can you explain to me why the Certification Cycle is only 30 days? That timeline seems aggressive.

## ANSWER

The 30-day Certification Cycle will enable Avanir to meet its CIA Reporting requirements on-time. Additionally, employees are expected to be mindful of this certification in the course of executing activities daily and consistent with policies and procedures. Therefore, responding to the request for certification in this cycle is reasonable.