

INSTRUCTIONS FOR LEO WEB FORM SUBMISSION

A. To Submit your request:

- Please click the following link:
https://cocacola.ethicspointvp.com/custom/cocacola/forms/gifts/form_data.asp?lang=en
- Ensure that you click the submit button at the bottom of the request form. When you do, you will be prompted to write down your password and a 12 character report key. Please make sure you do so!



Thank you for using Local Ethics Officer Approval Tool.

The details of your submission can be accessed by authorized users including your Local Ethics Officer for approval. Please return to this form periodically to follow up on this disclosure to check in on the status.

Your Report Key is: 515175823801 *

- * Please write this information down in a secure and private place.
This report key cannot be recovered, or reset.

Please write this information down along with your password, in a secure and private place.
Neither this report key, nor your password, can be recovered, or reset.

Items marked with a diamond ♦ are required fields.

Follow-Up on a Previously Completed Report

Follow-Up	<p>Follow-Up will allow you to:</p> <ul style="list-style-type: none">▪ Upload documents▪ Respond to follow-up questions/comments▪ Provide additional information▪ View the status of your request <p>All follow-up questions and comments posted by individuals reviewing this request will trigger an email notification to alert you to follow-up and review your submission.</p> <p>♦ Report Key <input type="text" value="515175823801"/> (12 Digits)</p> <p>♦ Password <input type="password"/></p> <p><input type="button" value="Submit"/></p>
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B. To check on the status of your request:

- You should receive an email letting you know that the request has “follow-up”. Once this email is received, you can click the link to the request in the email, and use your report key and password when prompted, to check the status.
- Notes from the approvers will be available in the form, letting you know how the approvers made a decision about the request.

The screenshot displays the 'ethics-point' web interface. On the left, under 'Report Actions', the 'Questions and Comments' link is circled in red and labeled '2.1'. The main content area, labeled 'Questions and Comments' with a red '2.2' in the top right, shows the text 'The organization does not have any questions or comments at this time.' with a red arrow pointing to it. The footer contains the NAVEX GLOBAL logo, 'The Ethics and Compliance Experts', and links for 'Privacy Statement' and 'Terms of Use'. It also features certification logos for SAS70 Type II and TRUSTe Certified Privacy, along with the copyright notice '© NAVEX Global 2017. All rights reserved.'

C. To Provide more information:

If the approver has any additional comments/request for information, it will show up on the right side of the screen:

- a. Click on Add Follow up Notes.
- b. Type your comment in the blank box
- c. Submit your comments.

The screenshot displays the NAVEX Global 'ethics point' interface. On the left sidebar, under 'Report Actions', the 'Add Follow-Up Notes' link is highlighted with a red circle and labeled '3.1'. The main content area is titled 'Follow-Up Notes' and contains a text input field with the placeholder text '3.2 Add comments here'. Below the text field, the 'Send' button is circled in red and labeled '3.3'. The footer of the page includes the NAVEX GLOBAL logo, a Privacy Statement and Terms of Use link, and certification logos for SAS70 Type II and TRUSTe Certified Privacy.

D. In order to add attachments:

Check the status of your request, add additional comments to support your Government Dealings pre-approval request, you will need to log into your follow up landing page. Please have your report key and password handy;

Coca-Cola Government Dealings Approval Tool

New Report Check/Update Previous Request Policies Print

Thank you for submitting your GDAT Pre-Approval Request. Please use the below Report Key to update your request, upload a document, or provide additional information needed.

Your Report Key is: **977722546301** *

* Please write this information down in a secure and private place. This report key cannot be recovered, or reset.

Please write this information down along with your password, in a secure and private place. Neither this report key, nor your password, can be recovered, or reset.

Items marked with a diamond ♦ are required fields.

Follow-Up on a Previously Completed Report

Follow-Up Follow-Up will allow you to:

- Upload documents
- Respond to follow-up questions/comments
- Provide additional information
- View the status of your request

All follow-up questions and comments posted by individuals reviewing this request will trigger an email notification to alert you to follow-up and review your submission.

♦ Report Key **1** (12 Digits)

♦ Password **2**

Submit **3**

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TRUSTe Certified Privacy **SSAE16**

E. Printing and Reviewing your Request

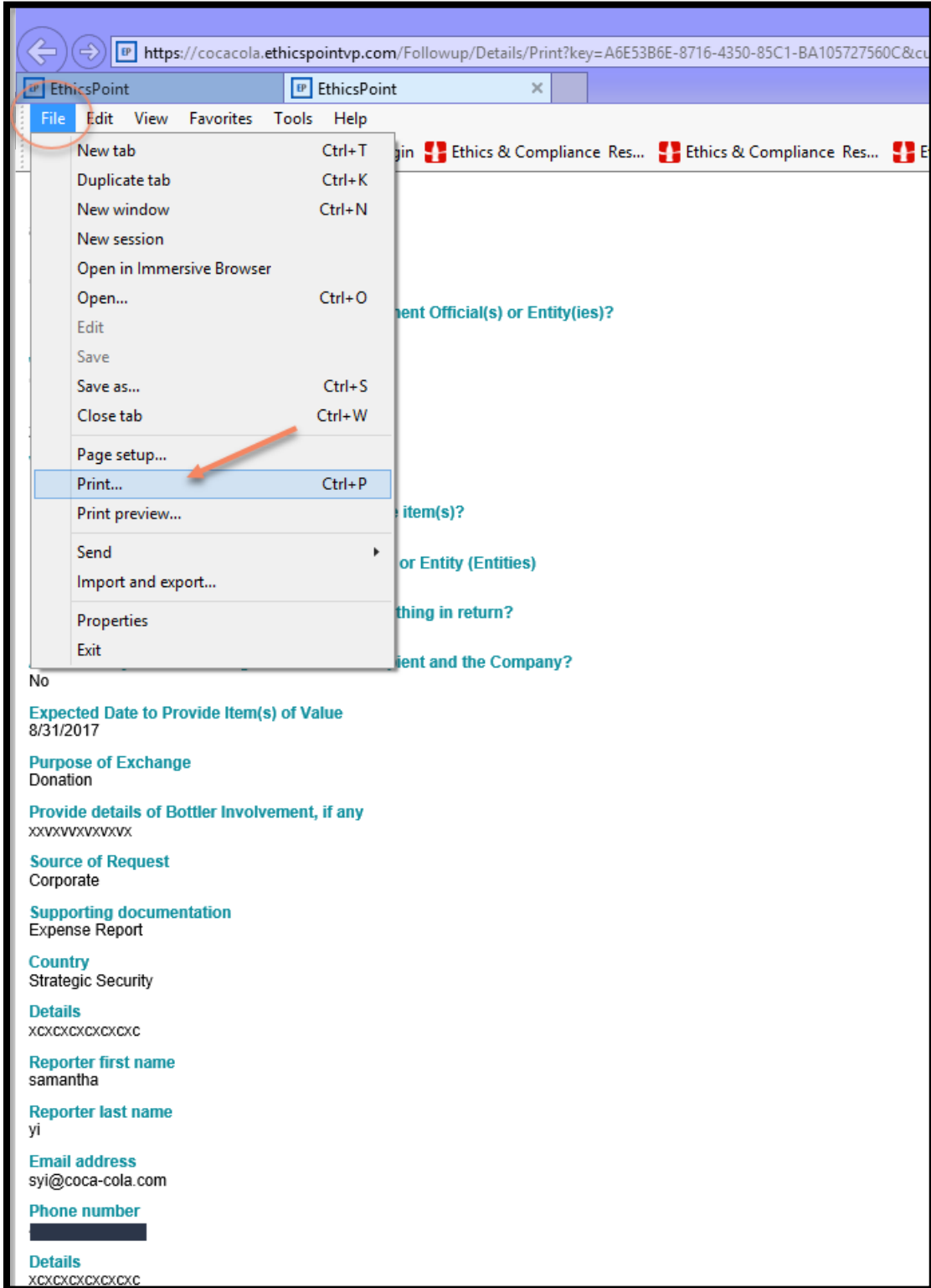
- a. Click on “Report Details” and the details from your request will display on the right side of the screen.

The screenshot displays the 'ethics-point' web interface. On the left, under 'Issue Type', it shows 'Donation'. Below this, the 'Report Actions' menu includes links for 'Questions and Comments', 'Add Follow-Up Notes', 'Upload Files', 'Report Details' (circled in red with a red arrow and the number '4.1'), 'Print My Report' (with a red arrow and the number '4.2'), 'Join a Chat', and 'Log Off'. The main content area, titled 'Report Details', contains the following information:

- Report Submission Date:** 8/7/2017
- Reported Company/Branch Information:** City/State/Zip: Strategic Security)
- Does this request involve United States Government Official(s) or Entity(ies)?** No
- Who is the Recipient of the Item(s) of Value?** Government Official
- Number of Initial Recipients:** 2
- Value per Person/Entity:** 180.00
- Did any Government Official/Entity request these item(s)?** No
- Prior contributions to the Government Official(s) or Entity (Entities)** No
- Have we received or do we expect to receive anything in return?** No
- Are there any current dealings between the recipient and the Company?** No
- Expected Date to Provide Item(s) of Value:** 8/31/2017

The footer of the page includes the NAVEX GLOBAL logo (The Ethics and Compliance Experts), a Privacy Statement and Terms of Use link, a copyright notice for NAVEX Global 2017, and two certification logos: SAS70 Type II Certified and TRUSTe Certified Privacy.

- b. Printing the details of your request, click on “Print my Report” and then proceed to click “File on your browser> and print”



Thank You!