

## VOLT INFORMATION SCIENCES, INC. WHISTLEBLOWER POLICY

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### Purpose

Volt Information Sciences, Inc. (the “Company” or “Volt”) is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and Volt’s commitment to open communication, this Whistleblower Policy provides an avenue for employees and others to communicate their questions and concerns about suspected or known instances of misconduct, and reassurance that they will be protected from retaliation for whistleblowing.

This policy is particularly intended to cover protections for raising concerns regarding misconduct. “Misconduct” includes both financial misconduct and non-financial misconduct, including any violation of the Company’s Code of Business Conduct and Ethics and any other Company policy or rule.

Financial misconduct includes: any manipulation of financial results by management or employees, misappropriation of assets by management or employees, intentional circumvention of internal controls, inappropriate influence on related party transactions by related parties, intentionally misleading an external auditor, or other illegal acts or fraud that could result in a misstatement of the financial statements or otherwise affect financial reporting. Fraud is a materially false or misleading statement or failure to state a fact necessary to make a statement not misleading which is made with intent to deceive, manipulate or defraud.

Non-financial misconduct includes: violation of any applicable law, rule, regulation or Company policy or rule, including but not limited to Volt’s Code of Business Conduct and Ethics; destruction, alteration or concealment of a business record; discharging or taking adverse action against an employee who reports a concern or belief about misconduct; and any other unethical business conduct.

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### Safeguards

**Statement of Non-Retaliation** – The Company will not retaliate, or permit any retaliation against, any person who reports misconduct, even if the report is mistaken. The Company will not tolerate any retaliation to be taken against any person who assists in the investigation of a complaint of misconduct. Any act of alleged retaliation should be reported immediately to the Principal Compliance Officer and will be promptly investigated.

**Statement of Confidentiality** – The Company will treat all communications under this policy in confidence, except to the extent necessary: (a) to conduct an appropriate investigation, or (b) to assist review of Company operations by the Company’s Board of Directors, its Audit Committee, the Company’s independent public accountants, government investigators and the Company’s counsel. While the Company will endeavor to keep a reporting employee’s identity confidential, this may not be possible in all circumstances.

**Statement of Immunity in Certain Disclosures of Trade Secrets** - Pursuant to 18 USC Section 1833(b), an individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in confidence to a Federal, State, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law. An individual who files a lawsuit for retaliation for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

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**Reporting**

This policy encourages individuals to communicate questions and/or concerns to:

- A Supervisor;
- A Business Unit Executive;
- A Business Unit Controller;
- The Volt Corporate Principal Compliance Officer, Lisa Valentino (212/704-2457; lvalentino@volt.com);
- The Volt Corporate Human Resources Department, Ann Hollins (212/704-2455; ahollins@volt.com), or a Business Unit's Human Resources Department;
- The Volt Corporate Internal Audit or Risk Management Department, Michael Pienaar (212/704-7930; mpienaar@volt.com);
- The Volt Legal Department, Nancy Avedissian, Esq. (714/921-5456; navedissian@volt.com), Janella Simpson, Esq. (714/921-5416; jsimpson@volt.com), or Tricia Cameron, Esq. (714/921-5729; tcameron@volt.com)
- *If an individual prefers to report questions or concerns anonymously, Volt has set up a governance hotline administered by an independent third party where an anonymous report can be made. The toll-free telephone number is 800-506-6405 and for calls originating outside of the United States the number is 678-999-4563. The governance hotline is accessible at all times, providing a confidential way for individuals to report problems. In order to be better able to investigate a complaint or report it is preferred (but not required) that individuals identify themselves and furnish a telephone number or other contact information in case further questions come up or additional information is needed to permit a comprehensive investigation of the reported complaint. Any information will be treated with utmost confidence.*
- *If an individual wishes to remain anonymous, it is not necessary to identify oneself and caller ID will not be activated on the line. In order that a proper investigation can be conducted, individuals are requested to give as much information as possible about the matter being reported, including where and when the matter occurred, who was involved and as much other detail as possible to help the Company understand and respond to the reported violation.*

The Company encourages employees to provide their names with their complaints to allow effective follow-up.

The Company encourages concerns of misconduct to be submitted in writing to assist the Company in accurately understanding the complaint.

In making a complaint, individuals should exercise due care to ensure the accuracy of the information disclosed and should provide sufficient information to enable an investigation to be conducted.

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**How the Report of Concern Will Be Handled**

The Company will promptly advise the complaining person that the complaint is being addressed, and it will advise the person of the results of the Company's consideration of the complaint.

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**Duty to Cooperate**

All Volt personnel have a duty to cooperate fully with any inquiry or investigation concerning a complaint of misconduct.

Questions about this Policy should be directed to the Volt Corporate Principal Compliance Officer, Lisa Valentino (212/704-2457; lvalentino@volt.com).