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TO: Our Suppliers and Vendors

FROM: D. Hunt Hawkins, Chief Executive Officer 

RE: A Statement of our Policy Concerning Gifts

DATE: November 15, 2017

We appreciate the business relationship which we have with your company, and we value the integrity and transparency of the partnership. As we approach the holiday season, we felt it appropriate to outline our gift giving / receiving policy for your review.

We believe that gifts, however well intended, can create the potential for, or perception of, conflicts of interests. It is therefore our policy to prohibit the exchange of gifts having greater than a nominal value (\$50.00) between our vendor partners and our associates. Of course, participating in business related functions, including the acceptance of lunches, other meals, or gifts of food to be shared with other department members, is a normal and permissible practice.

We respectfully ask for your cooperation with this policy, and know that by doing so you will continue to foster the fair business practices that have served both of our organizations well.

Should you have any questions about this policy or have any reason to believe it has been violated, please contact Robert Devine, Senior Director and Associate General Counsel (1-800-334-6915, Ext. 1557) or Chris Himebauch, Senior Vice President of Human Resources (1-800-334-6915, Ext. 1391).