



1200 Riverplace Boulevard • Jacksonville, Florida 32207 • (904) 346-1500

TO: Our Suppliers and Vendors

FROM: James Casey, Vice President Asset Protection

RE: A Statement of our Policy Concerning Gifts

DATE: October 1, 2017

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We appreciate the business relationship we have with your company, and we value the integrity and transparency of the partnership. As we approach the holiday season, we feel it is appropriate to outline our gift giving/receiving policy for 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 after the date of this letter, please contact Jim Casey, Vice President, Asset Protection (1-800-334-6915, Ext. 1476) or Hunt Hawkins, President, Chief Operating Officer (1-800-334-6915, Ext. 1283).