



TEAM MEMBER GUIDE

813 GIFTS

Team Members may not give a gift to a supplier or receive a gift from a supplier.

Team Members may not use anyone else to present a gift that is prohibited by Company policy.

Team Members must refuse or return any gift offered or received. If refusal or return would damage an important Company relationship, the gift must be turned over to the Company upon receipt.

Breach of this policy will lead to disciplinary action up to and including termination of employment for cause.