

## What You Need To Know

### Introductory Period

Your first 90 calendar days, or if you are a salaried associate, your first 30 calendar days, of employment are an introductory period. During this period, your supervisor will evaluate your capabilities, work habits, and overall performance. If the Company feels that the introductory period does not allow enough time for a thorough evaluation of your performance, it may be extended for a specific period to be determined by the Company.

Upon successful completion of the introductory period, you will be classified as a "regular" associate. Your most recent date of hire will determine your Eligibility Date for Company-provided benefits. Neither participation in the introductory period, nor successful completion of such period, guarantees your employment for any specific duration.

### Employment Categories

The following terms are used in this Handbook to define an individual's employment status and eligibility for benefits:

**Exempt associates\*** are executive, administrative and professional associates who, because of their responsibilities and compensation, are exempt from the wage and hour requirements of the federal Fair Labor Standards Act. There are certain sections of this handbook, marked with an asterisk \*, that do not apply to associates classified by the Company as exempt from the requirements of the Fair Labor Standards Act.

**Non-exempt associates**, whether hourly paid or salaried, are subject to the wage and hour requirements of the federal Fair Labor Standards Act.

**Regular full-time associates** have completed the introductory period, are normally scheduled to work a full-time schedule of at least 30 hours per week, and are eligible to participate in the Company's benefit programs.

**Regular part-time associates** have completed the introductory period, are normally scheduled to work less than 30 hours per week, and are not eligible for most Company benefit programs, except those required by law.

**Temporary associates** are hired for a pre-established period; usually during peak business periods or for vacation relief, may work a full-time or part-time schedule, and are not eligible for Company benefit programs, except those required by law.

### Hours of Work

Your customary work schedule may vary by department and site location. Your supervisor can provide specific hours of operation for your position and facility. From time to time, your supervisor may need to change your schedule to meet business commitments. If this occurs, you will be given notice as far in advance as possible.

### Time Keeping\*

All associates, except those classified as exempt, are required to keep an official record of the hours that they work. When you start work, you will be instructed how to use the time clocks located in your store register. Your pay is calculated according to the records established by the time clocks. You should "clock in" at your scheduled starting time and "clock out" at your scheduled quitting time.

**Clocking in or out for another associate for any reason is strictly prohibited.** Nor should any associate alter any document in such a way as to result in the incorrect payment of wages or improper record keeping. An associate who violates this rule will be subject to corrective action up to and including discharge.

### Overtime Pay\*

Due to the nature of our business and our goal of total customer satisfaction, you may be required to work overtime from time to time. Your availability for overtime is a condition of your employment. We recognize that overtime involves an extra contribution on your part and some inconvenience as well. You will be given advance notice, if reasonably possible, of the need for you to work overtime. You are not permitted to work overtime without your supervisor's prior approval. Your supervisor and the Human Resources Department can provide greater detail with respect to how overtime is paid at your site. Vacation time, sick or personal days and holidays do not count as time worked for overtime purposes.

### Emergency Closings or Evacuations

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Emergencies, such as severe weather, power failures or fires, may require the closing or evacuation of the Company's facilities. If such an emergency occurs during non-working hours, your supervisor can provide emergency closing information specific to your site. When the company is advised that area schools have closed during the workday, your supervisor will notify you so that you can make necessary arrangements.

In the event of an emergency closing, non-exempt associates will not be paid for time off from scheduled work. However, with the approval of your supervisor, you may use available paid leave time. If an associate is already at work and the store or facility closes due to an emergency closing, the associate will be paid their schedule for that day. The associate will not be paid if the facility is open and the associate cannot get to work or the facility does not open.

From time to time, you will receive information from the Company or mail with respect to evacuation procedures applicable to your site. Please notify your supervisor or the Human Resources Department if you require any special assistance in the event of an evacuation.

#### Meal Periods

Supervisors schedule breaks and meal periods. Associates who work from 4 to 5.99 hours in a day will be scheduled for one 15 minute paid rest break. Associates who work 6 to 8 hours in a day will be scheduled for one 15 minute paid rest break and one 30 minute unpaid meal. Associates who are scheduled to work over 8 hours in a day will be scheduled for one 15 minute paid break and one 60 minute unpaid meal. When taking a meal break you must clock in and out. Breaks are scheduled according to store staffing requirements. Breaks and meal periods must comply with state laws, where applicable.

#### Paydays

Your payday will vary, depending on your department, site location and employment status. Your supervisor and the Human Resources Department can provide specific information with respect to your payday and the frequency and method of payment of your wages.

#### Direct Deposit

For your banking convenience, we have a direct deposit payroll program, which allows you to have your pay deposited directly into your bank account. The necessary forms and information are available in the Human Resources Department and online on the register system. ***We strongly encourage you to take advantage of direct deposit as this method of payment insures the fast and efficient delivery of your pay.***

#### Garnishments and Wage Attachments

Except where prohibited by law, the Company reserves the right to charge a 2% processing fee with respect to all garnishments and wage attachments, other than bankruptcies and tax levies.

#### Associate Parking

The Company or mail may provide associate parking for your convenience. Please do not park in the spaces that have been set aside for use by customers or persons with a disability or other assigned parking spaces. These spaces are identified in the parking lots. Any vehicle in an unauthorized space may be towed at the owner's expense.

#### Employing and Supervising Relatives

We hire family members of associates. As a general rule, however, relatives are not permitted to work in the same store or for the same manager, nor will an associate be permitted to supervise a relative. In this context, "relative" means a spouse, parent, child or sibling, including step and half-relations.


#### Promotional Opportunities

We are an exceptional company with exceptional people. As a consequence, we strive whenever possible to fill open positions from within, with associates whose performance and experience warrant promotional consideration.

#### Associate Records and Release of Associate Information

The Company maintains associate records as required by law and controls and limits access to the personal information contained in those records.

There may be times when you will want the Company to release personal information to a third party, for example, when you apply for credit, buy a home, or sign a lease. The Human Resources Department will release this information upon your written authorization. Without your authorization, it is our policy to verify only employment status, dates of

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employment, and position held, unless we are compelled by law to release additional information.

All requests for references concerning current or former associates must be directed to the Human Resources Department. No other associate is authorized to release a reference for, or to supply or divulge information about, any current or former associate. The Company's policy with respect to references is to disclose only the dates of employment and the title of the last position held.

It is your responsibility to tell the Human Resources Department about changes in the personal information contained in your personnel file, such as changes in your home address, telephone number, marital status, number of dependents, beneficiaries, and the person to be notified in case of emergency.

#### **Separations from Employment and Exit Interviews**

Although every associate, as well as the Company, has the freedom to terminate employment with or without notice at any time and for any reason (other than one prohibited by law), we request that you provide your supervisor with at least two weeks' advance notice, so that we can arrange for a replacement and avoid interference with our operations. The Company reserves the right to request a written resignation from you.

Customarily, we will schedule an exit interview prior to your last day of work to give you a chance to return Company property and to arrange for your final pay and benefits. You must return all Company property on or before the last day you work, regardless of whether an exit interview is held.

#### **Travel Policy**

If you are required to incur business travel and/or entertainment expenses on behalf of the Company, please consult and comply with the Travel Guidelines. You can obtain a copy of these guidelines from your supervisor or the Human Resources Department.

## **Our Standards are High**

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We have certain standards of conduct that apply to all of our associates.

Most of the guidelines in this Associate Handbook are simply common sense. They have been established to insure courteous and efficient service to our customers, safe and congenial working conditions for our associates and efficient and effective operation of our business.

These guidelines represent standards of behavior required of all associates at every level in the organization. These guidelines are intended to serve as general guidelines only and do not address every possible situation or conduct that may result in corrective action or termination.

### **Personal Conduct**

We expect you to be respectful of our customers and the people with whom you work. It is important for you to know that there are certain types of conduct that we consider unacceptable.

The examples listed here shall result in corrective action and, depending on the circumstances, may result in the immediate termination of your employment. This list is not all-inclusive.

- Abuse of discount privilege;
- Dishonesty;
- Disorderly conduct or use of foul or abusive language;
- Excessive absenteeism and/or tardiness;
- Excessive or lengthy personal phone calls;
- Failure to follow Company rules, procedures and policies;
- Falsification of Company documents;
- Insubordinate behavior, including failure or refusal to perform job assignments;
- Making false or negative statements about the Company, its associates or customers;
- Possession of weapons on Company premises at any time;
- Theft;
- Violation of safety rules and regulations;
- Violation of the Company's Drug and Alcohol-Free Workplace policy;
- Violation of the Company's No Solicitation-Distribution policy;
- Threatening or intimidating supervisors, co-workers or customers.

### **Addressing Performance Issues**

The Company has certain expectations of its associates with respect to performance, attendance and general business conduct. These standards insure quality service to our customers, smooth operation of our business, and safe and pleasant working conditions for our associates. Performance accountability is required of all associates. You are responsible for your performance. Your supervisor will work with you to help you succeed. However, there are times when issues of performance, attendance or personal conduct must be addressed.

The Company reserves the right to take any form of corrective action that it deems appropriate under the circumstances. The manner in which the Company chooses to administer associate discipline in no way alters your at-will

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employment relationship with the Company.

Corrective action may include, but not be limited to, verbal counseling, verbal and written reprimands, involuntary transfers or demotions, suspensions and terminations. Although one or more of these actions may be taken with respect to a single associate, no particular order or system is required to be followed. The Company does not adhere, and you are not entitled, to a progressive series of disciplinary actions. To the extent practicable, the Company will protect an associate's privacy in administering corrective action and will generally (although, depending on the circumstances, not always) give an associate an opportunity to present his or her position.

### Drug and Alcohol-Free Workplace Policy

Alcohol and drug abuse in the workplace is a major societal concern. It is Company policy to employ a workforce free from the use of illegal drugs and abuse of alcohol either on or off the job, in order to improve our safety, health, productivity and job security. The purpose of the Company's policy is to balance our respect for individual privacy with our need to maintain a safe, productive, and drug-free work environment. Whenever possible, we will first try to prevent and treat substance abuse. We encourage those who abuse drugs or alcohol to seek help in overcoming their problem.

The possession, consumption, purchase or sale of alcohol or illegal drugs on Company premises is prohibited, and no associate shall be under the influence of alcohol or illegal drugs while on Company premises or while performing Company business, unless alcohol is being served with the approval of the Company at a Company-sponsored dinner, event or other similar function.

Any associate who is taking any legal drug that might impair safety, performance or any motor functions must advise his or her supervisor before reporting to work under such medication. If the Company determines that such use does not pose any safety or product quality risk, the associate will be permitted to work.

Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an applicant or associate being impaired by the use of such drugs in violation of this Policy.

For purposes of this policy, "legal drugs" are prescribed drugs or over-the-counter drugs that are legally obtained by the applicant or associate and used for the purpose for which they were prescribed and sold, and "illegal drugs" are drugs or controlled substances that are (1) not legally obtainable or (2) legally obtainable, but not obtained in a lawful manner. Examples include cocaine, marijuana, and prescription drugs that are not lawfully obtained.

### Testing for Drugs and Alcohol

Except as may be prohibited by state or federal law, a blood test, urinalysis, or other drug/alcohol screening may be required of applicants as a condition of employment and of any associate where there is reason to believe that he or she may be using drugs or may be under the influence of drugs or alcohol and where being in such a condition affects or could adversely affect the associate's job performance.

"Reason to believe" includes a belief that is based on specific personal observations such as an associate's manner, disposition, muscular movement, appearance, work product, behavior, speech or breath odor, information provided to management by an associate, by law enforcement officials, by a security service, or by other persons believed to be reliable, or a belief that is based on other surrounding circumstances.


The Company may require follow-up testing (1) if the associate is found to have breached this policy but has been permitted to remain employed and (2) during the one-year period following completion of the EAP program by an associate who has been referred by the Company to the EAP for counseling or rehabilitation.

The Company will refer the applicant or associate to an appropriate independent medical clinic or laboratory that will administer the test. The Company will pay the cost of the test and reasonable transportation costs to the testing facility. The individual will be asked to sign a form acknowledging the procedures governing testing and consenting to (1) the collection of a urine sample, blood test or other drug/alcohol screening for the purpose of determining the presence of alcohol or drugs, and (2) the release to the Company of the test results.

An individual's cooperation with such a drug or alcohol-screening test in the above-listed circumstances is required as a condition of employment. Therefore, the refusal to sign the agreement and consent form, or to submit to the drug test, may provide a basis for refusing to hire an applicant and subject an associate to discipline, up to and including termination.

The individual will have the opportunity to alert the clinic or laboratory personnel confidentially to any drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed in accordance with the law.

The clinic or laboratory will inform the Company as to whether the individual passed or failed the drug test. If an associate fails the test, he or she will be considered to be in violation of this policy and will be subject to discipline.

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accordingly, which may include termination. An applicant who fails the test shall be considered ineligible for employment. Individuals who fail a drug test shall be permitted to submit a written statement explaining the test results. However, the Company reserves the absolute discretion to base its actions on the fact of failure to pass the drug test, regardless of any such explanations. In addition, where state law so requires, the applicant or associate will have the right to have a confirmed positive sample retested at an appropriate clinic or laboratory, at the individual's expense, and upon submission of a written request to the Company authorizing release of the sample to a clinic or laboratory designated by the individual.

#### **Violations of Policy**

Any violation of this policy by an associate will be grounds for disciplinary action that may include termination. Conduct that is in violation of this policy consists of the following examples, which do not represent an exhaustive list of violative conduct: refusal to appear for or submit to a drug and/or alcohol test; refusal to participate in a counseling or treatment program after a Company referral; and testing positive for drugs and/or alcohol after undergoing the drug testing procedure described above, including when such positive test occurs during the course of a counseling or treatment program or during the period covered by a "last chance" agreement.

In addition, under certain state laws, an injured associate who refuses to submit to drug or alcohol testing may forfeit his or her eligibility for workers' compensation medical and indemnity benefits.

#### **Confidentiality**

Disclosures made by applicants or associates to the Human Resources Department concerning their use of drugs or alcohol or participation in any drug or alcohol rehabilitation program and all drug and alcohol testing records and related documents will be maintained in separate medical files as appropriate and will be treated confidentially and will not be revealed to managers or supervisors unless there is an important work-related reason to do so.

Associates participating in a rehabilitation program for drug abuse or alcoholism are assured that they will receive the same careful consideration and offer of treatment that is extended to all associates having any other disease, under existing benefit plans.

Associates participating in a rehabilitation program are assured that neither job security nor promotional opportunities will be jeopardized, as long as the associate continues to meet existing job performance requirements, complies with established work rules and follows prescribed treatment.

#### **Smoking/Tobacco Policy**

Because we are committed to the safety and health of all our associates, smoking/tobacco use by all associates, customers and visitors is prohibited within our stores and facilities. Unless otherwise provided by law, associates are permitted to smoke or to use tobacco outside our facilities during breaks and lunch in designated locations. Failure to report back to work when scheduled may result in corrective action.

#### **No Solicitation-Distribution Policy**

The Company believes that you are entitled to work free from disturbances and prohibits unauthorized solicitation by an associate of another associate during the working hours or in the work area of either associate, or by any outside person of any associate during his or her working hours or in his or her work area.

The distribution of handbills, leaflets, advertisements or other printed matter to any associates during their scheduled work hours or in work areas by any outside person or associate will not be permitted. Work areas include all areas of the facility, other than the lunchroom, rest areas and locker rooms.

#### **Telephone Use**

Our Company telephones should be used primarily to service the interests of our customers and for normal business operations. You represent the Company each time you speak to an outside caller. Our commitment to quality is demonstrated by the courtesy and professionalism with which we handle business calls. Excessive use of Company telephones for personal business may result in corrective action including termination. Public telephones may be available for your use at your site for personal calls during your break or lunch periods.

Use of personal cellular phones during work is distracting and interferes with an associate's ability to perform his or her job. Associates are asked to turn off personal cellular phones while at work. The Company is not liable for the loss of personal cellular phones brought into the workplace.

Associates whose job responsibilities include regular or occasional driving and who use a cellular phone for business purposes are expected to refrain from using their phone while driving.

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### **Dress and Personal Appearance**

We have a responsibility to dress in a manner that reflects our position as a leading corporation within the fashion industry. Associates have the option of dressing casually and comfortably, while maintaining an appropriate level of professionalism. You are expected to present a neat and clean appearance at all times and to dress appropriately for the type of work you do and the people with whom you work.

Associates should take pride in proper dress and appearance at work at all times; this includes well kept attire as well as good personal hygiene and grooming. Visible tattoos and excessive piercing is not appropriate. Please consult your store concept dress code pamphlet and your supervisor regarding specific requirements.

Ask your supervisor or the Human Resources Department if you have questions about what constitutes appropriate dress for your location.

### **Company Property and Confidential Information**

The security of Company property is of vital importance to the Company. Company property includes not only tangible property, such as desks and computers, but also intangible property such as information. All associates share responsibility to ensure that proper security is maintained at all times.

Proprietary information includes all information obtained by Company associates during the course of their work relating in any manner to the business of the Company and its subsidiaries, affiliates, consultants, customers, clients, and business associates. This Associate Handbook, for example, contains proprietary information. Confidential information is any Company information that is not generally known to the public or the industry. Customer lists, sources of supply, customer files, personnel files, computer records, financial and marketing data, process descriptions, research plans, formulae, and trade secrets are examples of confidential information.

Given the nature of the Company's business, protecting proprietary and confidential information is of vital concern to the Company. This information is one of the Company's most important assets. It enhances the Company's opportunities for future growth and indirectly affects the job security of all associates.

Associates must not use or disclose any proprietary or confidential information that they obtain during employment with the Company, except as required by their jobs, without the specific approval of the Company. This obligation continues even after an associate's relationship with the Company ends.

Associates are prohibited from issuing statements to the media (television, radio, newspaper or magazine) or to any members of the financial or business community concerning Company business unless expressly authorized to do so. Please refer any inquiry of this nature to the Human Resources Department.

### **Standards of Business Conduct and Legal Compliance**

The successful business operation and reputation of the Company is built upon the ethical conduct of our associates. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Company is dependent upon our customers' trust, and we are dedicated to preserving that trust. Associates owe a duty to the Company, its customers, and shareholders to conduct themselves in a way that will merit the continued trust and confidence of the public.

The Company will comply with all applicable laws and regulations and expects its directors, officers, and associates to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If you are presented with a situation in which it is difficult to determine the proper legal and ethical course of action, the matter should be discussed with the head of your department or the Human Resources Department.

Compliance with this policy of business ethics and conduct is the responsibility of every associate. Failing to comply with this standard of business ethics and conduct will result in disciplinary action, including termination of employment.

### **Conflicts of Interest**

Generally speaking, any direct or indirect interest in, connection with, or benefit from any outside activity, especially commercial activities, on the part of an associate which may adversely affect the Company or any of its subsidiaries or affiliates, involves a possible conflict of interest.

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It is impossible to list all types of actions or interests that may constitute a conflict of interest. It is important, therefore, that no commitments with a potential for a conflict of interest or the appearance of a conflict be undertaken without prior approval from management. In many instances, full disclosure of the facts in advance may be all that is necessary to enable the Company to protect its interest. In other cases, if no improper motivation appears to exist and the Company's interests have not suffered, prompt elimination of the outside interest will suffice. However, if an associate fails to report a significant conflict, he or she will be subject to discipline, including termination of employment.

Some examples of conflicts of interest that are not permitted without prior management approval are:

- **Involvement with Suppliers, Contractors or Customers.** It would be a conflict of interest if any associate were to be employed by a supplier, contractor, or customer of the Company, or were to own or invest in a Company supplier, contractor, or customer (except for non-controlling shares of publicly traded companies). The same would be true if an immediate family member of an associate were so involved.
- **Gifts, Entertainment, Etc.** As a general rule, associates may not accept gifts or payments, services, loans, trips or entertainment or other favors from Company suppliers, contractors, or customers. However, accepting reasonable entertainment on an occasional (i.e., not regular) basis in the course of the Company's business is acceptable. Small business gifts of an advertising nature that do not exceed the greater of 1% of an associate's monthly base salary or \$50 would not, in most cases, cause a conflict or give the appearance of a conflict.
- **Involvement with Competitors.** Associates may not be employed by a company with which the Company competes nor engage in self-employment in competition with the Company. Associates may engage in outside employment, provided that such employment does not interfere with the performance of their job with the Company or present a conflict of interest in violation of this policy.
- **Misuse of Company Information or Facilities.** An associate may not use Company information, documents or facilities for his or her personal benefit.
- **Acquiring or Owning Property Affected by Company Action.** Acquisition of a property interest, the value of which is likely to be affected by an action of the Company, especially (but not only) if it involves a decision or recommendation of the associate involved, would constitute a conflict of interest.

Please contact the head of your department or the Human Resources Department if you have any questions regarding current or potential actions or interests that may present conflicts of interest.

### Dealing with Government Officials and Company Customers and Suppliers

The need for accuracy and honesty applies with special rigor when an associate provides reports or information to governmental agencies, whether in response to an investigation or otherwise. No Company associate shall make a false or deliberately misleading statement to a government official. Not only would such conduct be a violation of Company policy, it could be a criminal violation – and result in a fine or imprisonment – even if the false statement was not made under oath. Associates should inform management of any governmental request for reports or information.

Commercial bribery is illegal and subject to criminal penalties in the United States and many other countries. The receipt or payment by an associate of bribes or kickbacks from or to Company customers or suppliers will subject the associate to discipline, including possible termination of employment and possible prosecution.

Knowledge about the competitive markets in which we operate is essential to our business and promotes vigorous competition. However, wire-tapping or stealing confidential information is improper conduct that violates the Company's policy. Associates of this Company shall not induce employees of other companies to breach their obligations to their own companies by providing confidential data about that company and its activities.

### Electronic Communications Policy

The Company provides certain associates with access to its computer, voice mail, fax and e-mail systems for use in conducting the Company's business. The Company's electronic communications systems are considered Company property and are not the private property of any associate. Associate use of the Company's electronic systems is a privilege, not a right, and may be revoked temporarily or permanently.

The Company expects that its associates will use their time during the workday solely for Company business, and that the use of the Company's electronic communications systems will be limited to meeting the business needs of the Company.

If you violate this policy, you may be subject to disciplinary action, including possible termination, as well as possible civil or criminal penalties stemming from legal action relating to the violation.



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Your use of the Internet should be limited to Company business. The Company's electronic communications systems may not be used without Company approval to solicit for social, religious, political or other causes, outside organizations or other personal matters unrelated to the business of the Company.

The Company's policy prohibiting harassment applies fully to the use of the Company's electronic communications systems. No one may use electronic communications in a manner that may reasonably be construed by others as defamation, or harassment or discrimination based on race, national origin, sex, sexual preference, age, disability, religious beliefs or any other characteristic protected by federal, state or local law. If you encounter or receive this kind of communication, you should immediately report the incident in accordance with the Company's policy set forth earlier in this Handbook entitled "How to Report Incidents of Discriminatory or Sexual Harassment".

**Truthfulness in Communications**

You should endeavor to ensure that your electronic communications are truthful and accurate, and you should use the same care in drafting e-mail and other electronic communications as you would in preparing other forms of written communication. No one may alter the "from:" line or other attribution-of-origin information in e-mail or send anonymous or pseudonymous messages or postings.

**Use of the Internet**

Depending on your job responsibilities, you may have access to the Internet. Every Internet site you visit is capable of determining your and the Company's identity. You must exercise sound judgment and discretion when accessing the Internet and adhere to the following guidelines.

**Chat Rooms**

The Company's policies concerning Company Property and Confidential Information, Standards of Business Conduct and Legal Compliance apply to your participation in Internet chat rooms and on message boards. Disclosure of the Company's confidential or proprietary information or posting defamatory statements concerning the Company or any of its associates in Internet chat rooms or on message boards, whether during working hours or while off duty, will subject an associate to disciplinary action, up to and including discharge, and may subject the associate to legal action.

**Downloading**

Computer viruses reside on the Internet. Therefore, do not download program or executable (".exe.") files without the prior approval of the MIS Department. If you suspect that a virus has been introduced into the Company's network, please notify the MIS Helpdesk immediately.

**Confidentiality**

We want to preserve and to protect our own confidential information as well as that of our customers and others with whom we do business. The confidentiality of data (including e-mail messages) sent via the Internet cannot be assured. The transmission of sensitive material or any other proprietary information without the permission of the party to whom it belongs is prohibited. Moreover, when sending sensitive material, consider whether a telephone call or other means of transmission may be more desirable. **E-mail is no different from other forms of correspondence and documentation and, therefore, the same degree of care and prudence should be utilized in its preparation and dissemination.**


**Storage Media and Computer Resources**

The Company may store electronic communications for a period of time after the communication is created. From time to time, communications stored in the system may be deleted, printed or otherwise used for any purpose by the Company in its discretion.

E-mail that contains large file attachments such as audio, video and picture files, chain letters, games and jokes require significant storage space and can cause our e-mail to fail or your computer to operate much slower. You are expected to delete this type of mail (other than audio, video or picture files that are business-related) immediately, to inform the senders not to send it in the future, and to refrain from sending or forwarding such mail. In all cases, rapid deletion of e-mail messages is advisable, provided that the Company's record retention policies do not require that the message be retained.

**Prohibited Software**

No unauthorized or unlicensed software may be installed or used on your computer, and authorized or licensed

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software installed on another associate's computer may not be copied onto your computer. In addition, you may not use programs or files containing encryption technology without the prior approval of the MIS Department.

**Company Access to Electronic Communications**

The Company reserves the right to access any and all information contained on or transmitted via its electronic communications systems, without notice to users of the system, including monitoring sites, chat groups and newsgroups visited by associates on the Internet, reviewing material downloaded or uploaded by users of the Internet, reviewing e-mail messages, and reviewing anything else that associates may create, store, send or receive on the Company's computer systems, whether or not such data is related to Company business. Specifically, the Company will screen all incoming and outgoing e-mails for large file attachments, e.g., video files, chain letters (anything that instructs you to "pass it on"), games and jokes, pictures and images as well as other inappropriate content. Since it is not the Company's purpose in monitoring the Company's systems to pry into your personal business, the Company will cease monitoring as soon as a communication is determined to be personal unless it is related to a business concern. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with copyright laws; complying with legal and regulatory requests for information; ensuring that the Company's operations continue appropriately during an associate's absence; and any other purpose deemed appropriate by the Company.

You must disclose to the Company, upon request, all passwords or codes created by you. You should not expect your use of the Company's electronic communications systems to be private. By accepting employment with the Company, you consent to the monitoring, printing, copying and/or deleting of any voice-mail message, e-mail message or other electronic data prepared or received by you and the Company's use of such data as it deems appropriate.