

COMPANY SHOP LIMITS

This communication is to reinforce with all employees and Associates the procedures we have put in place for using the Company Shop. These procedures are aimed at ensuring the Company Shop remains a benefit for all our employees and Associates and is not abused. These procedures should always have been followed. The reason for this communication is that the procedures around the shop controls have not been followed and reinforced, and over time we have evidence of abuses by employees and Associates.

We have had instances of employees, Associates or their families buying excessive amounts of product to resell. This is in breach of Company Policy.

Any employee suspected of reselling Procter & Gamble products which have been purchased from the Company shop will be banned from the shop and may be liable to disciplinary action.

Any Associate suspected of reselling Procter and Gamble products will be banned from the Company shop with immediate effect.

There will be a zero tolerance approach to the reselling of goods.

In order to manage this situation more closely and to ensure a fair distribution of products that are popular, we are implementing tighter controls in our shop:

1. Limits will be set on what an employee or Associate can purchase per month. These limits will be reviewed regularly to ensure there is sufficient stock for both employees and Associates.
2. No one may use another person's card. Only P&G employees and Associates or an Associate's widow or widower may use the shop. Associate's spouses and carers cannot shop on behalf of infirm Associates, but may assist them to do their shopping.
3. The shop is only for designated card holders, not for other family members. Please do not bring other family members in to the shop, e.g. children and grand children. The shop is small and we do not want to cause offense by asking people to leave so it is better not to bring family members with you to the shop.

James Holden
London Site HR Leader