

## **COMPANY SHOP PURCHASING LIMITS**

Following a review of the purchasing limits in the company shop some changes to the limits will be introduced from next Monday. The purchasing limits are reviewed from time to time to ensure that employees and associates who use the shop are able to purchase sufficient product to supply their own and close family needs. We also aim to set limits that are not open to abuse.

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.

Products that are not regularly available such as perfumes, dish washer tabs etc. will have a limit set that enables all personnel and associates to have a chance of purchasing these items rather than larger amounts going to a few.

All limits will be displayed in the shop when the items are available for sale. These are strict limits agreed between the DC and HR. Chris Patten does not have authority to change them.

Andy Smith  
HR,