

 4WD Logo - Newsmittybilt 2011 

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**Employee Purchase Program**

Effective 05/17/2011

The Employee Purchase Program (EPP) is designed to help promote and instill the enthusiast in all of us. Purchases must be made for that employee’s personal use and not for the use of friends. Employees will receive special pricing considerations for these purchases. This policy outlines the benefit of being a member of our TAP family.

Please see below for qualifications.

* Employee Purchases must be pre-approved by your Immediate Supervisor, Regional Manager or Division Manager.
* Purchases must be paid in full including any applicable freight costs.
* Each retail location will use one account number (**81292**) to process all employee sales.
* This account can only be used by the Store Manager of that location where the purchase is being processed.
* DC employees must have all purchases run through the retail counter. No exceptions.

Here’s how it works for Employee Purchases:

* This is limited to vehicles registered under the names of the (Employee or Spouse)
* Current house brands will be purchased at TAP replacement cost. Not at MFG Cost.
* Each retail location will use one account number (**81292**) to process all employee sales.
* All non- house brands will be purchased at a rate of TAP Replacement plus 11.11%.

(This replacement up process is equal to 10% over cost and ensures the same result in each location)

How it works for Immediate Family Members:

* This is limited to (Mom,Dad,Sister.Brother,Daughter,Son)
* You will use the customers own acct. number.
* Pricing will be adjusted by your Immediate Supervisor, Regional Manager or Division Manager.
* Pricing for this group will be set at PR3.

How it works for Non-Immediate Family or Employee Referrals:

* This is limited to the extent of (Cousins, Nieces, Nephews)
* This is limited to Employee Referrals (Close Personal Friends)
* You will use the customers own acct. number.
* Pricing will be adjusted by your Immediate Supervisor, Regional Manager or Division Manager.
* Pricing for this group will be set at PR1.

Labor rates for Employees and Immediate Family Members only, will be at a rate of $30.00 hr. Normal rates apply to all others.

Special orders parts are not returnable. Employees are not allowed to set aside product to purchase at a later time. All items must be paid for in advance including applicable freight costs. You must use ad code **EMP** to ensure all pricing is accurate.

The company reserves the right to discontinue this program in its sole discretion and/or to deny any employee who abuses this right for the benefits of this program. The EPP will apply to only eligible and current employees. It is not to be abused and can be revoked altered or refused at anytime. Employees determined to be abusing this policy will have this privilege revoked with disciplinary action.

Any exception must be approved by a member of the Executive Management Team.