



Employee Purchase Program

Effective January 1, 2020

Transamerican Auto Parts ("TAP") offers, as a benefit to certain of its employees, the following Employee Purchase Program ("Employee Purchase Program" or "Program"), effective January 1, 2020:

1. ELIGIBILITY:

1.1. In order to be eligible to participate in the Employee Purchase Program, you must be an active, regular, full-time employee of TAP ("Eligible Employees"), and the subject purchase must be for your personal use.

2. COST:

2.1. Eligible Employees may purchase eligible items of third-party branded product regularly sold by TAP for a price which is 10% greater than TAP's actual, full-burdened cost to purchase such product. Eligible Employees may also purchase eligible items of TAP branded product for a price which is 10% greater than TAP's actual, full-burdened cost to purchase or manufacture such product, whichever is greater.

2.2. Labor performed on an Eligible Employee's vehicle will be billed at \$60 per hour for all services.

2.3. Eligible Employees are responsible for all freight costs for the shipping of eligible items which are not in stock at the time of purchase.

2.4. Eligible Employees are not eligible for any other discounts or promotions offered by TAP for purchases made through this Employee Purchase Program.

3. PROCEDURES/INSTRUCTIONS:

3.1. Sales must be processed at a retail location.

3.2. Eligible Employees must provide their ADP Payroll ID number in order to make a purchase under this Program.

3.3. Purchases under this Program must be paid in full, including any applicable freight costs.

3.4. TAP Store Managers and Assistant Store Managers are the only employees authorized to process purchases under this Program.

3.5. Items special ordered under this Program may not be returned.

3.6. Employees make not make more than \$20,000 in total purchases per year under this Program.

4. RIGHT TO CANCEL OR MODIFY PROGRAM:

4.1. The costs referenced in Section 2, above, as well as all other terms and conditions associated with this Employee Purchase Program are subject to change at any time and for any reason without prior notice.

Employee purchases will be reviewed regularly. Willful violations of the terms of this Program may result in the loss of eligibility to participate and/or other corrective or disciplinary action.

Questions & Answers

Q: Where do I find my ADP Payroll ID?

A: Your payroll ID is listed on your paystub. You can also find your payroll ID on the workforce now ADP portal (Myself -> Personal Profile). It is the number on the right of the screen. Example "T-U095542", your payroll ID is 95542.

Q: If I wait for the stock order from the vendor to come in, do I still have to pay freight?

A: No. Freight is only charged when you ask for the item to be special ordered.

Q: I'm not near a store, can I buy online?

A: All purchases must be processed through a store.

Q: Can I still buy from the store as a customer and get the special deals/promotions?

A: Yes, but you will pay the retail price and then get the promotion. You may not combine an employee discount with any promotions.

Q: Can I use my discount for other family members or friends not in my household?

A: No. This is a benefit offered only to you and vehicles in your household.