



Employee Sales Policy - EMEA

Policy: HRM 10-1070
Effective Date: September 2024

Version: 2
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Purpose and Goal

TTI EMEA ("the Company") offers all of our employees the opportunities to purchase our products at significantly discounted prices. This is part of our commitment to offer competitive benefits to our employees, as well as our recognition of the importance for our employees to experience our products as consumers. These benefits come with a set of responsibilities that we expect of our employees so that these benefits are not misused.

This document outlines the principles and rules of employee sales all eligible employees must adhere to ensure there is a universal and transparent process for our employees. It is also to ensure the benefit arising from our employee sales is not misused or abused.

This Policy must be read in conjunction with the Terms and Conditions of Sales on the TTI Family & Friends ("F&F") website.

Policy Owner(s)

This policy is under the ownership and responsibility of the CFO and Sr. Group President of EMEA. No change to this policy can be made without their prior approval.

For clarification or interpretation of this Policy, please contact your local HR contacts. In case of doubt, local HR should contact EMEA HR teams.

Scope of this Policy

This Policy is applicable to all eligible employees (see "Eligibility" below) across all TTI EMEA entities for purchasing products on the F&F website. Eligible employees are able to purchase discounted products available on the F&F website, subject to the purchase limits and restriction details in this Policy.

Local SBUs may apply different rules or guideline on staff sales eligibility for their entities.

Where there are conflicts between this Policy and the local criteria, the stricter rule applies.



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Definitions

For the purposes of this Policy:

Term	Definition
F&F	The "Family & Friends" website
MOQ	Minimum Order Quantity
SKU	Stock Keeping Unit



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1 Eligibility for Staff Discount

Employees are eligible for staff discount after certain criteria have been met. Such criteria may differ depending on your employing entity and/or contracts, please check your employment contract and/or your local Human Resources contact. Where there are conflicts between this Policy and the local criteria, the stricter rule applies.

In line with relevant local legislations, local markets can decide and communicate on the eligibility of their employees to the F&F purchases, in particular:

- Eligibility of Permanent employees serving their notice period (or gardening leave);
- Eligibility of newly hired employees during their Probation period; and
- Eligibility of long-term Temporary employees. Local markets are permitted to offer Staff Discount to Temporary employees considered as “long term” which would, by local legislations, be given the same employment rights as Permanent Employees. Their eligibility must be valid only for the duration of their employment period. Otherwise, no Temporary employees is eligible for Staff Discount.

Local criteria must be approved by the local Finance Director and the Managing Director/General Manager.

Eligible employees will be provided with an account on the F&F website to make a purchase. All accounts must be approved by the local Human Resources and the local Finance Director in accordance with this Policy and any applicable local eligibility criteria.

Where F&F is available in a market, Staff Discounts are only available on the F&F website and all Employee Sales can only be processed on this site. It is strictly prohibited to offer Staff Discounts via other means, e.g. placing a sales order directly on SAP.

2 Purchase Limits

To ensure we can continue to provide such benefits to all eligible employees, limits are in place to ensure purchases made are reasonable and not subject to misuse.

There are two levels of purchase limits applicable to all eligible employees within any given calendar year:

1. An Annual Order Value limit; and
2. Item Quantity Limits per SKU

The Company reserves the right to change these limits without prior notice.

These limits are set for the calendar year starting January. The limits are automatically reset on 1st January each year, no matter if you have met the purchase limits or not. These will be shown on the website in your account history and when you place the order.

Please see [Appendix 1 – Illustrative Examples of how the Purchase Limits work](#) for further details.

2.1 Annual Order Value Limits

An “Annual Order Value Limit” of **€4,000 per calendar year** is applicable to all eligible employees. Further limits are applicable for certain types of products. The limit is applied as follows:



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- Within the Annual Order Value Limit, you can spend:
 - Up to €1,000 on Milwaukee products available on the site; and
 - Up to €2,000 on products from other brands available on the site; and
 - Any remaining unused amount can be used for items in the “Promotion” section of the site.
- VAT and delivery charges are excluded from the calculation of this limit.
- For storefronts where non-Euro currencies are used, the limits are converted to the relevant local currencies based on a fixed exchange rate.
- This limit is applied in conjunction with the Item Quantity Limits (please see [section 2.2](#) for details).

These limits are tracked on the F&F website and you will be able to see how much you have left in your account history.

2.2 Item Quantity Limits

As a general rule, eligible employees are allowed to purchase a **maximum of three (3) items per SKU in a calendar year**, with the following exceptions:

Brand	Product categories	Number of items allowed <u>per SKU</u> in a calendar year
Milwaukee	Power Tools	1
	Batteries, Chargers and Battery & Charger Kits	2
	Accessories and Hand Tools	The higher of 3 or the Minimum Order Quantity (MOQ) applicable to the SKU

These limits are subject to regular reviews by the Company. These limits may change when products are listed for promotion, please refer to the F&F website for the limits applicable during the promotion campaigns. When this happens, the limits are temporary and applicable during the promotional period only.

3 Restrictions and Obligations

Purchases are for personal use for yourself, your family and friends only. **Re-sales of products acquired via Employee Sales for financial gains are strictly prohibited** and may result in disciplinary actions and suspension or removal of access to the F&F site and ability to purchase TTI products on staff discounts.

You must not share your user ID and passwords to the F&F site with anyone else, including your family and friends.

Where possible, you should try to **see and examine the product before making the purchase** in the office or in the training centre, or speak to the relevant product managers, so that you understand what you are purchasing before placing an order.



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You must ensure the address provided in the order is correct and somebody is available to receive the delivery of your purchase. For your convenience, you can set up multiple addresses in your account for delivery or enter a different address as you place the order (e.g. the address of your family and friends to whom you want the products to be delivered).

If you have multiple failed deliveries, the Company reserves the right to suspend or remove your access to purchase discounted product on the F&F website.

The Company reserves the right to charge a processing fee for products returned due to repeated failed deliveries and/or products returned for reasons other than product failure or shipping errors. To ensure we are able to continue offering discounted products to all eligible employees, we monitor employee sales regularly and reserves the right to investigate any potential incidents of policy breaches.

Please note that shipping is only possible for the countries for your store front. For store fronts that cover multiple countries, there are custom and export restrictions on the countries we are able to ship your purchase to. Please refer to the Sales Terms & Conditions and/or speak to your local HR contacts for details.

4 Terms and Conditions of Sales

Please refer to the Terms and Conditions of Sales page on your local F&F storefront for further details on the process of ordering, paying and delivering your F&F purchase.

You must ensure that you have read and fully understood these Sales Terms and Conditions.

5 Warranty

Please refer to the Terms and Conditions of Sales page on your local F&F storefront for further details on warranty.

6 Consequence of Breach

In the event of a breach of this Policy or any applicable local policies, the Company may in its sole discretion to enforce disciplinary actions in accordance to your local HR policies and/or regulations; and/or withdraw your rights to purchase discounted items through the F&F website.

7 Where to find more information / whom to contact

Please contact your local HR team for further information about this Policy. For further information about the F&F site, including enquiries about your staff purchase, please go to the "Contact Us" page on the website of your local storefront.



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Relevant Policies or Procedures

Policy Name	Version / Issue Date	Link to Sharepoint (where applicable)
Not applicable	-	-

Document Control

Version	Date	Status	Name	Title
1.0	16 th July 2019	Prepared by	Ruby So	Director of Business Process & Risk, EMEA
	18 th July 2019	Reviewed by	Philippe Buisson	CFO, EMEA
	August 2019	Approved by	Alex Duarte	President, EMEA
	August 2019	Approved by	Philippe Buisson	CFO, EMEA
	August 2019	Approved by	Thomas Adler	Director of Human Resources, EMEA
Version	Date	Status	Name	Title
2.0	18 th Sep 2024	Prepared by	Thomas Adler	Director of Human Resources EMEA Power Tools
	18 th Sep 2024	Reviewed by	Amelia Custodio	CFO, EMEA
	18 th Sep 2024	Approved by	Alex Duarte	Sr. Group President, EMEA
	18 th Sep 2024	Approved by	Amelia Custodio	CFO, EMEA
	18 th Sep 2024	Approved by	Thomas Adler	Director of Human Resources EMEA Power Tools



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Policy Approval

Sr. Group President EMEA
Alex Duarte

CFO EMEA
Amelia Custodio



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HR Director EMEA Power Tools
Thomas Adler



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Appendix

Appendix 1 – Illustrative Examples of how the Purchase Limits work

Below are some examples to explain how the Purchase Limits described in [section 2 Purchase Limits](#) work. These are for illustrations only. Where the illustrative examples conflict with the Policy, the Policy takes precedence.

Example 1 – Annual Order Value Limits

In the current calendar year, you have already spent the following:

- €400 on Milwaukee products
- €1,200 on other brands products
- Nothing on promotion products
- In total you have spent €1,600

This means for your future orders:

	Annual Order Value Limit (Refer to section 2 in the Policy)	Spent to date in the calendar year	This means your remaining purchase limit for future orders are...
Milwaukee products	€1,000	€400	€600
Other brands	€2,000	€1,200	€800
Promotional products	up to €4,000 ¹	Nothing	up to €2,400 ²
Total Spent	€4,000 (Max limit)	€1,600	€2,400 (Max limit)

¹ Depending on spent to date on non-promotional items

² Depending on spent to date on non-promotional items



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Example 2 – Item Quantity Limits

In the current year, you have already purchased:

- 1 x Milwaukee M18 180mm Large Braking Grinder (SKU: 4933464112)
- 1 x Milwaukee M18 HB12 battery (SKU: 4932464260)
- No Milwaukee accessories or hand tools

This means for the rest of the year, as long as you do not exceed the Annual Order Value Limit described in *section 2* of the Policy, you:

- Cannot purchase any more of the M18 180mm Large Braking Grinder; but you can still purchase other types of braking grinders or any other Milwaukee tools;
- Can still purchase one more M18 HB12 battery, and two more of any other Milwaukee batteries in the range (e.g. you can buy 2 more of M18 9.0 AH battery, 2 more of M28 3.0 AH battery and 2 more of any other batteries in the range);
- Can still purchase 3 more items of any SKUs within the Milwaukee Accessories and Hand Tools categories;
- Can still purchase 3 more items of any SKUs in other brands, regardless of categories.

Example 3 – Item Quantity Limits – promotion items

In the current year, you have already purchased

- 4 x Milwaukee Tape Measure Stud 5m (SKU: 48229905), of which one was purchased from the “Promotion” section on the site

Typically, you have an allowance of 3 items per SKU for Milwaukee Accessories and Hand Tools; however, a new promotion campaign has increased the limit to 6. This means during the promotion campaign, you can still purchase three (3) more of this tape measure. Once the promotion campaign expires, your limit will revert back to three (3). This does not affect items you have already purchased during the campaign.

Example 4 – Item Quantity Limits – impact of Minimum Order Quantity (MOQ)

You are placing an order for a Milwaukee SDS Max Drill Bits 12 x 340 (SKU: 4932352750), however, there is a minimum order quantity of 6 pieces in the system, even though you only have a limit of 3 pieces for that SKU.

Due to the minimum order quantity requirement, you will be allowed to purchase 6 pieces.