



[YOUR COMPANY] BUSINESS MEETING AND EVENT POLICY

This policy provides the framework and guidelines for the authorization and control of expenditures necessary in undertaking company business.

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PREVIEW VERSION

PURPOSE

This policy provides the framework and guidelines for the authorization and control of expenditures necessary in undertaking company business.

The purpose is to:

- Define the rules and guidelines for managing Meetings, Incentives, Conventions and Events
- Define a structure to support uniform and standardized event approval and execution process
- Leverage Company negotiating capability with vendors, increase efficiency and reduce costs
- Ensure conformity with the Company's Code of Conduct and Global Procurement Policy
- **(Your Company's Business Unit or Department)** is the owner of the policy and any exceptions and deviations require prior written exception approval from the CFO.

Any questions regarding the application of this policy should initially be directed to one's immediate manager. Further clarification can be sought from the Global Travel and Expense team.

The provisions of this Policy will be applied consistently and equitably to ensure **(Your Company's)** global teams are provided with a central resource that would provide superior meeting quality, consistency, accountability and risk mitigation while allowing for flexible, creative solutions.

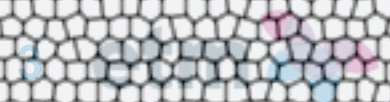
SCOPE

This Policy applies to all **(Your Company Name)** locations and is applicable to:

- **(Your Company Name)** employees and
- Vendors, contractors and consultants who have been authorized to act on behalf of or travel on behalf of **(Your Company Name)**

RESPONSIBILITY

All employees are responsible to familiarize themselves with this Policy prior to organizing a meeting. All managers are responsible for ensuring the Policy is implemented within their area of responsibility. The **(Your Company's Business Unit or Department)** team is responsible for the content and compliance of this document. This document should be reviewed yearly to assess changing business needs.



1. POLICY

1.1. Purpose

1.1.1. Before planning a meeting/event, the requester, as well as any other stakeholders, should evaluate and consider if there is a significant added value in a face-to-face meeting and review the following alternatives:

- Use virtual meeting technology
- Use in-company facilities instead of external facilities

1.2. Meeting and event type exclusions and inclusions such as (this is not an inclusive list)

- Breakfast lunch or dinner gatherings (are contracted property of a person's residence if there is no hotel booked and the organization is funding it)
- Client sales meetings or events
- Marketing meetings or events
- Sponsorship activities
- Recruiting meetings or events
- Special events/charity fundraisers
- Project team meetings/events
- Training meetings
- Conferences
- Virtual meetings held on site or offsite but includes 80% or more attendees and are not self-service

1.2.3. The Policy does not apply to conferences, events or meetings that are organized by another organization. However, the conference, event or meeting that is attended by numerous (**four Company**) employees should be added to a central meeting calendar so that employees are aware of the date of the conference. This allows interested parties to adjust their schedules and parallel meeting plans as necessary.

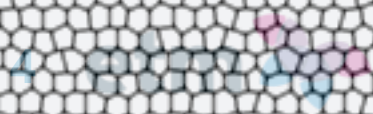
1.2. Compliance

1.2.1. The Policy is updated and failure to comply may result in termination. Non-compliance will be reported using the following processes:

- 1.2.1.1. 1st offense: message sent to the offender
- 1.2.1.2. 2nd offense: message sent to the offender's manager and WF and the offender is to detail reasons for non-compliance
- 1.2.1.3. 3rd offense: message sent along with copies of all prior correspondence to the offender's SMB and HR business partner with a request the offender be placed on an improvement plan

1.2.2. Exceptions in the Policy may be granted in writing by the CEO

1.2.3. Expense shows those scheduled attendees that did neither attend nor notify the meeting sponsor/requester in advance and penalties will occur. The penalty amounts are not reimbursable by an expense report and will be absorbed by the sponsor/attendee.



2. MEETING SPONSORING OFFICERS/EMPLOYEES

2.1. Meeting Plans

2.1.1. Meeting Approval

2.1.1.1. Meeting Approval Process

Meeting Cost	Meeting Type	Approval Authority
\$0 - \$2,000	Internal	Meeting Sponsor/Supervisor
\$2,001 - \$2,500	Internal	Meeting Sponsor/Supervisor/Meeting Sponsor's Manager
\$2,500 - \$5,000	Internal	Meeting Sponsor/Supervisor/Meeting Sponsor's Manager/Meeting Sponsor's Director
\$5,001 - \$7,500	Internal	Meeting Sponsor/Supervisor/Meeting Sponsor's Manager/Meeting Sponsor's Director/Meeting Sponsor's Director's Manager
\$7,501 - \$10,000	Internal	Meeting Sponsor/Supervisor/Meeting Sponsor's Manager/Meeting Sponsor's Director/Meeting Sponsor's Director's Manager/Meeting Sponsor's Director's Director
\$10,001 - \$25,000	Internal	Meeting Sponsor/Supervisor/Meeting Sponsor's Manager/Meeting Sponsor's Director/Meeting Sponsor's Director's Manager/Meeting Sponsor's Director's Director/Meeting Sponsor's Director's Director's Manager
\$25,001 - \$50,000	Internal	Meeting Sponsor/Supervisor/Meeting Sponsor's Manager/Meeting Sponsor's Director/Meeting Sponsor's Director's Manager/Meeting Sponsor's Director's Director/Meeting Sponsor's Director's Director's Manager/Meeting Sponsor's Director's Director's Director
Over \$50,000	Internal	Meeting Sponsor/Supervisor/Meeting Sponsor's Manager/Meeting Sponsor's Director/Meeting Sponsor's Director's Manager/Meeting Sponsor's Director's Director/Meeting Sponsor's Director's Director's Manager/Meeting Sponsor's Director's Director's Director/Meeting Sponsor's Director's Director's Director's Manager

2.1.2. Meeting Time

2.21. For meetings that are less than 10 afternoons and do not require breakout sessions or breakfasting, the lead time to enter the meeting into the registration system is two (2) days.

2.22. For meetings that are over 10 employees and require breakfasting, the lead time to enter the meeting into the registration system is five (5) days.

2.23. All off-site meetings and any meeting that requires a signed document from any vendor and travel from the meeting is limited to personal vehicle, the lead time to enter the meeting into the registration system is one (1) month.

2.24. All off-site meetings and any meeting that requires a signed document from any vendor and travel from the meeting is mostly by train/air travel, the lead time to enter the meeting into the registration system is six (6) months.

2.3. Budgets

2.31. Meeting sponsors must create a budget, determine expenses to manage the meeting, and requirements and budget priorities, registering the meeting. If the meeting sponsor/budget holder requires a meeting cost analysis to identify the budget, please review the meeting cost calculator on the Travel Portal.

2.3.2. Timely Responses

2.33. During the meeting planning process, meeting sponsors request budget holders should provide timely responses to questions so that the meeting planning activities can progress.

3. MEETING VENUE/ LOCATION

3.1. Meetings/events that are held at our Company's offices are the "business part" and conference rooms should always be considered first before going off-site. Off-site meetings/events may be allowed if internal space is not available.

3.2. Meetings that require travel for non-work purposes may require an analysis to determine the lowest cost meeting location.

3.3. When possible, properties should be selected from the **Four Company's** Preferred Top 15.

A. SUPPLIERS

- 4.1 Meeting event suppliers will be selected based on the quality of services, prices, alignment to the organization strategy and prior experience. Suppliers may be sourced through (Your Company's) procurement process that may include requests for proposals and authority evaluation process.
- 4.2 All contracts, regardless of the value or amount, must be signed by procurement and designated (Your Company's) Signature Authority.
- 4.3 All contracts, regardless of the value or amount, must be retained according to the document retention policy and stored in the correct ecosystem.
- 4.4 All contractual documents, a schedule, terms and conditions or value or amount must be stored by procurement.
- 4.5 Crisis management plans are requested from all properties so that (Your Company) has the information needed to prepare for emergencies that may arise.

B. MEETING INITIATION

- 5.1 All meetings/events that are equivalent to the meeting definitions noted earlier must be initiated and registered through (TEC).
- 5.2 Meetings/events can be initiated by completing the meeting registration form of the portal.
- 5.3 All meeting requests, unless approved through a special case, must include sponsor/requester/budget holder information as to the approximate cost of a meeting/event. Please refer the cost allocation on the (TEC).
- 5.4 All meetings that include senior leadership attendees must go through a security clearance that include a risk assessment, access to property crisis management protocol and all other details can be found on the portal of the security clearance process, see the (your appropriate intranet site).
- 5.5 Meetings/events will be approved by the designated business owner(s) within two (2) business days of submission of the meeting request form.
- 5.6 Unapproved meetings/events can be resubmitted for approval after the business owner(s) and the meeting sponsor/requester agree on reestablishing the meeting initiation process with the financial budget.
- 5.7 Review the meeting event on the calendar before scheduling a meeting or event to eliminate parallel meetings or capability conflicts.
- 5.8 Data that is collected during the meeting initiation stage include:
 - Meeting Name
 - Sponsor/requester
 - Name and email address
 - Intranet business partner name and email address
 - SVP name and email address
 - Business Unit and Cost Center requesting the meeting
 - Business Unit and Cost Center paying for the meeting (if different)

5. MEETINGS INITIATION (CONT'D)

Meeting

Arrival Date

Start Date

End Date

Approximate number of attendees by business unit

Percentage of attendees that are **(Your Company)** employees v. external attendees

Percentage of attendees that are Senior Leadership (VPs, Directors, Managers and non-exempt employees)

Estimated budget based on:

• Catered meals and snacks (by day)

• Cost of meeting room rental (by day)

• Cost of AV rental (by day)

• Cost of dining (by day)

• Cost of personal car mileage

• Use of sleeping rooms (if applicable)

• Hired meals

• Ground transportation (taxi, etc.)

• Per diem requirements

• Desired location

6. MEETINGS BY COMPANY

6.1 Branding is required for all meetings with external attendees and some meetings that include internal attendees. Please contact the marketing team.

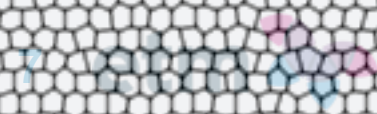
6.2 **(Your Company)**'s name, logo, and/or may not be used in branding of meetings/events. For more information regarding the use of **(Your Company)**'s name and logo, please contact the marketing team.

6.3 Special services may be requested and may be provided as necessary (e.g., meditation rooms, lactation rooms, etc.)

6.4 Entertainment activities must be approved by Senior Leadership. Some activities are allowed (such as golf) whereas other entertainment activities are not allowed (adult entertainment).

6.5 Onsite planner assistance may be requested if the meeting/event is over 100 attendees or for certain types of meetings with less than 100 attendees. **(Your Company)** uses a ratio of 1 onsite planner for every 100 attendees as a common metric.

6.6 Training is available on how to plan small meetings that are out of scope of this policy and how to use the meeting management technology.



7. TECHNOLOGY

- 7.1 Meeting/event attendee registrations and preferences will be managed through **(Your Company)**'s need to manage event technology. Guest technologies may be mediated with the needs to manage the 1909 area of the 2020/2021 meeting event technology may be used to manage attendee registrations (i.e. check-ins, and preferences), while this technology helps the organization manage consistent reporting and provides for easy access to data during large events.
- 7.2 The meeting management technology has passed all **(Your Company)**'s security tests and follows the strict security requirements of **(Your Company)**. Personal information is secure and only shared with team members or suppliers, as necessary and discarded according to **(Your Company)**'s privacy policy.
- 7.3 Meeting events may require equipment technology above the business unit of computers, printers, and network connectivity. Additional technology is required. **(Your Company)** IT resources will be utilized first before seeking a vendor.

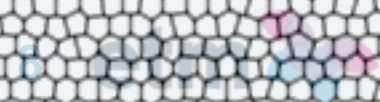
8. SECURITY AND RISK

- 8.1 Meeting/event content must be safeguarded and secured throughout the duration. All procedures must be in place to secure all confidential information. It is the business norm to obtain or state restrictions and to disclose meeting topics at the time when not in session. Other safeguards may also be required based on the meeting type.
- 8.2 Meeting/event activities may require certificates of insurance to be obtained through the **(Your Company)** Risk and Insurance team. For example, public actions may not be covered by **(Your Company)**'s policy. Additional insurances may be required.
- 8.3 Some meeting/event suppliers may request releases or waivers of liability. These contractual documents require legal review.
- 8.4 Music at meetings/events must be purchased. Public domain music licensed by either ASCAP or BMI. Legal must review the music supplier's license or obtain a license.

9. BUDGETARY CONSIDERATIONS

9.1 MEETING AND EVENT EXPENSES

- 9.1 Meeting/event costs are allocated by shared categories. Costs per category are monitored and should align with industry benchmarks. For example, food and beverage costs should not exceed 33% of the total budget.
- 9.2 Most meetings/events include food and beverage from and taxes either dealt to a master bill. As such, additional expenses in food and beverage on corporate cards are not allowed when an attendee uses a meeting/event.
- 9.3 Shuttle services are commonly used for meetings/events. When shuttle services are used, car services, taxis or other transportation modes are not reimbursable.
- 9.4 Meetings/events might be paid through a P.O. or Card or meeting card and may not be paid via individual corporate cards. Invoices and amounts payable will only be used when a supplier does not accept a card and the COS is \$1,000 more.
- 9.5 The meeting/event sponsor/venues and/or client will receive the typical credits for services supplied for the meeting/event such as hotels, ground transportation, location, management companies, hostesses, etc.



10. ETHICS

- 10.1. Gifts, incentives and other complimentary services are not allowed to be given to any employees planning a meeting/event or any other employee within **(Your Company)**. Any perishable items that are sent to **(Your Company)** must be shared among staff in the local office.
- 10.2. Familiarization (FAM) trips are not allowed. The meeting sponsor/lead/organizer may request a site visit at discounted rates but are not allowed to accept free room nights or any service covered fee.
- 10.3. Organization leaders and staff are not allowed to request free services or products from any supplier.
- 10.4. Meeting planner gifts may not be accepted or received.

11. TRAVEL

- 11.1. The **(Your Company)** approved travel management company or approved on-line booking tool must be used for all travel to and from meetings and events. This single supplier approach to travel management provides for centralized reporting, raise of airfare credits, ability to track meeting/event attendees and lower costs.
- 11.2. Attendees may not arrive more than 1 day prior to the start date of the meeting/event nor stay more than 1 day after the end date of the meeting/event.
- 11.3. Meeting/event travel and personal travel may be allowed if the attendee desires to stay additional time at the location as a personal expense.
- 11.4. **(Your Company)** follows a work-life balance and weekend travel will be minimized for meetings/events.
- 11.5. Attendees must stay at the property contracted during meetings/events. Any exceptions must be approved by the attendee's SVP.
- 11.6. Attendee guests, companions and children are not allowed unless a meeting/event specifically is designed to include guests, companions and children.

12. VIRTUAL MEETINGS

- 12.1. Virtual meetings will be considered if the business objectives of the meeting/event can be accomplished through the more economical approach of using virtual meetings.
- 12.2. **(Your Company)** uses meeting content to major sites, and they can be booked using (TDS).

13. CONTACT INFORMATION

- 13.1. Please reach out to **(Your Company's designated contact)** with your questions.

