 <b>HYUNDAI</b> Hyundai Motor Manufacturing Alabama	<b>HMMA TEAM MEMBER DISCOUNT PROGRAM  POLICY</b>	<b>HR-AL-PR-S-00008</b>
Revision Date: 11-Jul-11	Owner: HOD, PR	Revision Level: 02

## General Policy Statement

Hyundai Motor Manufacturing Alabama, LLC assumes no obligation or liability and does not endorse any products, services, or discount vendors. The HMMA Team Member Discount program reserves the right to revoke, deny, or disapprove any existing or applying vendor, based on the HMMA Team Member Discount Program policy. All discount vendors agree to all conditions set forth in this policy and any subsequent revisions.

An approved application and discount offer is effective for a 12-month period. Another application must be submitted if the vendor wishes to renew or offer a similar discount, after expiration of the 12-month period.


The vendor's discount offer must be an added value or actual discount on products or services and the business must be legitimate, with the discounted products or services offered of an appropriate nature and not prohibited by the HMMA Team Member Discount Program policy. Vendors may not disclaim knowledge of, or responsibility for, the authenticity or legality of the products or services offered.

All Team Members are encouraged to shop and compare prices and services before purchasing, signing any contract, or making any arrangements. Hyundai Motor Manufacturing Alabama, LLC assumes no responsibility for any arrangements, contracts, purchases, or disputes between an individual Team Member and any discount vendor. The HMMA Team Member Discount Program does not negotiate, guarantee, or endorse discount vendors or discount prices and it is highly suggested each Team Member research and compare prices, levels of service, and any licensing or certification requirements, as should be done when making any purchase.

Limitations on participation may exist for those specific Team Members directly and significantly involved in the procurement process. Such Team Members should consult their purchasing director for guidance to ensure compliance with the HMMA Business Ethics Policy and the HMMA Purchasing Philosophy.

Eligibility requirements are set forth by the discount vendor and generally include all HMMA Team Members. Team Members must consult the specific discount vendor for any proof of employment requirements or eligibility limitations. Some vendors may include contract workers as eligible.

All vendors and products or services must be appropriate and not of an offensive nature or promote hatred, violence, or intolerance, and not be political, religious, or pornographic or sexual in nature. No discount vendor offer shall be allowed to compete or conflict with any current HMMA program.

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All vendors must submit a valid application to be considered for listing within the HMMA Team Member Discount Program. The HMMA Team Member Discount Program will be publicized via email, cafeteria form racks, or other internal communication channels. This in no way constitutes an endorsement for any vendor.

## Prohibited and Restricted Products and Services

### **Alcohol and Tobacco**

All alcoholic beverages and tobacco products are prohibited due to the highly regulated and taxed nature of these items within the United States. Note: Vendors representing food establishments or general merchandising (e.g., restaurants or retail sales) shall exclude alcohol and tobacco products from their discounts.

### **Counterfeit or Unauthorized Items**

Items such as counterfeits, unauthorized replicas, or otherwise unauthorized items (counterfeit watches, handbags, or other accessories) are prohibited. Unauthorized items (such as pirated, duplicated, backup, bootleg, and so forth) copies of software programs, video games, music albums, movies, television programs, or photographs are prohibited.


### **Drugs and Drug Paraphernalia**

Narcotics, steroids, or other controlled substances (including any substance in Schedules I, II, III, IV or V of the Uniform Controlled Substances Act, 21 U.S.C. 801 et seq.) are prohibited. Drug paraphernalia, as defined in 21 U.S.C. 863, are prohibited. Such paraphernalia includes all items that are primarily intended or designed for use in manufacturing, concealing, or using a controlled substance.

### **Firearms (including Replicas and Militia) and Ammunition**

Firearms and firearms dealers are prohibited. Firearms include all "pre-ban," sporting, collectible, curio and relic (C&R), and antique firearms, regardless of their capability to fire a shot. Any item that is designed to propel a metal (or similar) projectile is covered by this restriction, regardless of that item's present ability to fire.

All firearms-related items and components (BB guns, air guns, any kit designed to create a firearm, silencers, or converters), ammunition magazines, including high capacity magazines (magazines that can hold more than 10 rounds) and ammunition with propellant (such as gunpowder) are prohibited. Generally, all ordinance (military weaponry, ammunition, and related parts) is not permitted, even if the item is "unserviceable" or has been "demilitarized" or "demilled". Look-alike firearms and weapons are also prohibited.

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**Hazardous Items**

Hazardous or dangerous goods are items that may pose a danger to health, safety, or property while being transported, such as explosives, fireworks, radioactive materials, flammable gases and solids, and toxic substances, are prohibited.

**Gambling**

The HMMA Team Member Discount Program does not permit the sale of lottery tickets, slot machines, or other gambling related products or services.

**Offensive and Pornographic Materials**

Vendors, or products and services that promote or glorify hatred, violence, intolerance, or items that promote organizations with such views are prohibited. Pornographic material and products, items, or services of a sexual nature are prohibited.

**Law Enforcement Related Items**

Law enforcement badges or official law enforcement equipment from any public entity (local, state, federal, and foreign governments) are prohibited. Further, federal agencies also prohibit any commercial reproduction of their name, seal or logo.

**Postage Meters**


The HMMA Team Member Discount Program does not permit postage meters because the sale by unauthorized dealers violates United States Postal Service Regulations.

**Prescription Drugs and Services**

The HMMA Team Member Discount program does not permit any controlled drug or item that requires a prescription from a licensed health care provider to dispense. Such products and services are covered by HMMA’s group health benefit plans. However, non-prescription (i.e. “over the counter) drugs and/or medications (including pain relievers, allergy medicines, vitamin supplements, etc.) are not prohibited. (Also see “Treatment of Medical Conditions”.)

**Treatment of Medical Conditions**

HMMA provides group health benefit plans covering the treatment of diagnosed medical conditions. Since HMMA Benefits is a current company program and because human life is involved, the HMMA Team Member Discount Program will not list services for the direct treatment of medical conditions. However, health services which are not covered by HMMA’s health benefit are not prohibited. Such services may include, but are not limited to, Lasik eye surgery, acupuncture, therapeutic massage, “alternative medicines” etc. (Also see “Prescription Drugs and Services”.)

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**Satellite and Cable TV Descramblers**

The sale of items that can be used to descramble or facilitate the access to cable or satellite television programming without authorization or payment is prohibited.

**Stolen Property**

The sale of stolen property is strictly forbidden and violates state, federal, and international law. The HMMA Team Member Discount Program strongly supports law enforcement efforts to recover stolen property and urges the prosecution of those responsible for knowingly attempting to sell such items.

**Weapons and Knives**

Weapons, knives and any other item where the sole purpose is to harm or take a life are prohibited.

**- Hunting Firearms and Weapons**

The HMMA Team Member Discount Program prohibits sport & hunting firearms as well as ammunition. Bows, crossbows, arrows, and other similar and related hunting weapons are prohibited. (See above policy on “Firearms”).

**- Hand Weapons**

Any hand weapons, such as metal knuckles and throwing stars are prohibited.

**- Knives**

Knives and related products are generally not permitted.

- **Switchblade Knives**

A switchblade knife is defined as any knife that resembles a pocketknife with a blade that can be released automatically or by use of a trigger. These knives are prohibited.

- **Disguised Knives**

Knives disguised to look like a harmless item are prohibited. These items include but are not limited to belt buckle knives, lipstick case knives, air gauge knives, and writing pen knives.

This policy and list of prohibited or restricted items may not be all encompassing and the HMMA Team Member Discount Program reserves the right to refuse, revoke, or not approve any vendor’s discount application based in part or in whole on this policy. Direct questions or concerns to the Public Relations Department by phone at 334-387-8018.