



Cary Francis Group, Inc.  
9935 S. Oakwood Park Drive  
Franklin, WI 53132  
U.S.A.

**Philip Krempely**  
President/CEO

Dear Supplier:

In a continuous effort to be aligned with our Corporate Policy, I'd like to remind you about our fundamental values of Cary Francis Group, Inc.: **Ethics, Quality, Teamwork, and Values**. Throughout our history, we have earned a reputation for high quality and integrity in everything we perform, and this has been an asset of incalculable value. Our past, present, and future success is based in complying with the principles of integrity in all aspects of our life within the company.

As you are all aware, a Business Conduct Guidelines manual was created to assure integrity and honesty in all business practices. One of the chapters in this guideline is referred to as "Conflicts of Interest". We expect that each and every member of this organization avoids all conflicts of interest that can question his or her loyalty when representing our company. That is why we wish to inform you that we are not permitted to give or receive gifts of any kind, not even promotional items or articles of similar nature of any value. This being said, we request your collaboration in assisting us in the compliance of this specific guideline and not putting our business relationship at risk.

With the purpose of continuing to manage our business relationship in a transparent way and with strict compliance of our Business Conduct Guidelines, we offer you a direct telephone number (1.414.304.6406, US & Canada) where you can anonymously report any conflict of interest, unethical, inappropriate, or abusive behavior from any member of our organization. Your information will be treated with the highest level of confidentiality and with no side effects to our business relationship.

Thanks again for your commitment in becoming part of this great effort of our company, with the benefit of an ongoing, healthy and transparent business relationship between our companies.

Best Regards,

**Philip Krempely**  
President/CEO