

BJ's Wholesale Club, Inc.

STATEMENT ON COMMERCIAL BRIBERY, CONFLICT OF INTEREST AND BUSINESS ETHICS

To: Team Members

**Effective Date of Policy:
December, 2010**

It is the policy of BJ's Wholesale Club, Inc. to conduct business in accordance with the highest ethical, legal and moral standards. The enclosed Statement is issued annually and is applicable to all of our Team Members and to all directors. Its purpose is to help ensure that sound business practices, principles and ethics are not violated because of any lack of understanding of the Company's policy.

We respect the rights of our Team Members to engage in activities outside their employment and outside regular business hours, if the activities in no way conflict with, or reflect adversely on, the Company. However, every Team Member is expected to devote his or her full attention during regular working hours to the service of the Company without being subjected to the possible influences of any special considerations from our vendors or other persons with whom we do business. No Team Member or director should at any time engage in any acts which constitute a conflict of interest between the Team Member's obligations to the Company and the Team Member's own interest.

If a Team Member violates these rules of conduct or is involved in a commercial bribery or conflict of interest situation, severe disciplinary action will be taken, possibly including immediate termination and other appropriate legal actions. Team Members who learn of commercial bribery, conflicts of interest, or breaches of business ethics, must report these instances to the Office of the General Counsel (508-651-6670), the Office of the Chief Financial Officer (508-651-7406), or the Human Resources Department (508-651-6862). Team Members may also use the Company's Ethics and Compliance toll-free hotline which is available 24 hours a day at 1-866-213-5051 to report such instances or report online at <https://bjsalertline.com>. **WE CANNOT AND WILL NOT COMPROMISE IN THE AREAS OF COMMERCIAL BRIBERY, CONFLICT OF INTEREST OR BUSINESS ETHICS.**

Please review the contents of this statement of policy carefully. In order to avoid misunderstandings about the intent and application of this policy, any questions or concerns about its application should be directed to the Office of the General Counsel, Office of the Chief Financial Officer, or the Human Resources Department.



Laura J. Sen
President and Chief Executive Officer

STATEMENT ON COMMERCIAL BRIBERY, CONFLICT OF INTEREST AND BUSINESS ETHICS

INTRODUCTION

This Statement provides a brief summary of the basic standards of ethical conduct which the Company expects all Team Members, officers and directors to follow. Therefore, it is the obligation of all Team Members, officers and directors to adhere to these standards. It is the policy of BJ's Wholesale Club, Inc. to comply with all the laws governing its operations and to conduct its affairs using high moral, legal, and ethical standards. All Team Members, officers and directors have a duty to conduct the Company's business affairs consistently with both the letter and spirit of the law. Further, the standards set forth in this Statement apply to all Team Members, officers and, where applicable, to directors of the Company, its subsidiaries and affiliates, and in some instances, to vendors and contractors of the Company.

In this Statement the following definitions apply: "BJ's" and "the Company" refer to BJ's Wholesale Club, Inc. and/or Team Members. "Vendor" includes vendors of both materials and services, their officers, directors, partners, principals, agents and representatives of any kind and members of the immediate family of any of the foregoing. "Team Member" includes Team Members' immediate family or any family member whom the Team Member might control or influence or by whom the Team Member might be controlled or influenced because of the family relationship. "Immediate family" includes an individual's spouse, parents, siblings, children, stepchildren, mothers- and fathers-in-law, sons- and daughters-in-law and brothers- and sisters-in-law.

Each Team Member, officer and director must avoid not only situations which give rise to a personal conflict of interest, but also those situations which create the appearance of one. Therefore, the Team Member, officer and director should be free from potential as well as actual influence by personal consideration or relationships when dealing on behalf of the Company with others. Any form of compensation, consideration or gifts received by a Team Member, officer or director from a vendor, or its representatives, doing business with the Company or seeking to do such business could be considered commercial bribery.

Obviously, this Statement cannot detail every situation which may give rise to a conflict of interest, but ordinarily a person with good judgment will know whether or not a particular activity involves an actual or potential conflict. The discussion below concentrates on illustrative areas of relations with customers and vendors, financial interests in other organizations and self-dealing, as those are the situations in which conflicts of interest and questions of business ethics generally arise.

MANAGEMENT CONSIDERS ANY INVOLVEMENT ON THE PART OF ANY TEAM MEMBER IN A COMMERCIAL BRIBERY OR CONFLICT OF INTEREST SITUATION A GRIEVOUS MATTER AND WILL NOT TOLERATE SUCH OCCURRENCES. SEVERE DISCIPLINARY ACTION COMMENSURATE WITH THE VIOLATION OF POLICY, POSSIBLY INCLUDING IMMEDIATE TERMINATION AND OTHER LEGAL REMEDIES, MAY BE INITIATED AGAINST ANY TEAM MEMBER WHO DOES NOT COMPLY WITH THIS POLICY STATEMENT.

A. GENERAL BUSINESS RELATIONS

Honest, open and respectful interaction with others is a key value that drives our business practice. Team Members, officers and directors must strive to reach the highest ethical standards in all our interactions with each other, and with the Company's customers, suppliers, and competitors, while taking into account the complexity of local customs, business demands and multiple relationships. Team Members, officers and directors must make sure their actions do not result in perceptions of unfair dealings, in inappropriate disclosure of confidential information, or liability for Team Members, officers and directors of the Company.

B. RELATIONS WITH VENDORS

Team Members must avoid any interest in or benefit from any vendor that would in fact or in appearance cause the Team Member to favor that vendor over other vendors.

1. GIFTS / FREE GOODS

(a.) NO GIFTS FROM VENDORS – Team Members may not accept gifts or free goods of any nature for any reason from vendors. The one limited exception to this policy is that Team Members may accept promotional items (such as pens, coffee mugs or calendars) of nominal value (not to exceed \$20.00), which bear Vendor’s logo and are given to customers in general or perishable items which are provided to Team Members for shared consumption. If a prohibited gift is received, it should be immediately returned to the vendor, along with a completed copy of the “Vendor Conflict of Interest Letter” and BJ’s Statement of Policy Concerning Gifts (see Exhibits A and B – “Vendor Conflict of Interest Letter” and “Statement of Policy Concerning Gifts”).

(b.) NO GIFTS TO VENDORS – Team Members may not give, either directly or indirectly, gifts of any nature to vendors, including, but not limited to, merchandise, trips, dinners, any form of entertainment, cash or cash equivalents.

2. MEALS

Team Members may not solicit or accept any form of entertainment/business meals offered by a vendor for any reason or occasion, except for a reasonable business meal offered by a vendor where the vendor is present and the business meal is not excessive in cost and where such meals are infrequent.

3. ENTERTAINMENT (SPORTING/CULTURAL EVENTS)

(a.) Team Members are required to immediately report any offers of entertainment made by a vendor to their supervisor.

(b.) Team Members may individually participate in any vendor-paid-entertainment (sporting/cultural event) if the Team Member and Vendor are each a participant. A Team Member may not participate in a vendor-paid entertainment (sporting/cultural activity) without the vendor present or accompanied by an Immediate family member or guest unless the Team Member has received prior written approval from the Senior Vice President of the group in which the Team Member works and an Executive Vice President (if the Team Member is an EVP, the approval of the CEO is required; if the Team Member is the CEO, the approval of the Chairman of the Board is required) on the “Vendor Entertainment/ Paid Trip Approval Form” (see Exhibit C). Such events should not normally last longer than a single day, and Team Members must expressly indicate when such events will last longer than a day.

4. VENDOR-PAID TRIPS

(a.) Team Members may not accept vendor-paid trips of any kind unless the Team Member has received prior written approval from the Senior Vice President of the group in which the Team Member works and an Executive Vice President (if the Team Member is an EVP, the approval of the CEO is required, if the Team Member is the CEO, the approval of the Chairman of the Board is required) on the “Vendor Entertainment/ Paid Trip Approval Form” (See Exhibit C). The signed and completed original “Vendor Entertainment/ Paid Trip Approval Form” must be kept in a log in the office of the Executive Vice President, and a signed copy must be given to the Team Member. The original must be available upon request. The one limited exception to this policy is that Team Members may accept a vendor-paid business trip if the trip is to the vendor’s principal business office, factory/showroom or tradeshow.

(b.) Any offers of vendor-paid trips offered to the Company as an incentive and/or as a gesture of goodwill must be given to the President or Chief Executive Officer, who will approve the acceptance and management’s allocation of such vendor paid trips among Team Members.

5. FINANCIAL AND NON-FINANCIAL VENDOR RELATIONSHIPS

(a.) Team Members are prohibited from engaging in any form of borrowing or lending activities or endorsement or guaranteeing loans of any nature by or with a vendor.

(b.) Team Members are prohibited from engaging in any discussions with anyone with whom they conduct Company business that could lead to offers of loans or borrowing or guaranteeing or endorsements of any kind. If such offers are made, the Team Member must immediately report such offers to his or her immediate supervisor and Division Director.

- (c.) Team Members are prohibited from having any business investment greater than one percent (1%) ownership interest, and/or a financial or advisory relationship of any nature with any vendor.
- (d.) Team Members are prohibited from having any business investment, financial or advisory relationship of any nature with a party with whom the Company does not have a direct relationship, but who the Team Member knows has an affiliation with a vendor with whom the Company does business.
- (e.) Team Members may not engage in any personal business activity (for example, common or joint ownership of property or joint investments) of any nature with a vendor.

6. CONTRIBUTIONS TO CHARITY

Vendors may not be solicited to make charitable contributions of any kind, including, but not limited to, merchandise, monies, in-kind services, or support unless the President or Chief Executive Officer of the Company has expressly authorized such solicitation.

C. RELATIONS WITH CUSTOMERS

It is the Company's policy to be truthful, fair, and honest in the advertising, marketing, and promotion of the products it sells. Statements by Team Members regarding the products sold by the Company and services provided by the Company shall not be untrue, misleading, deceptive, fraudulent, or falsely disparaging of competitors.

D. DISPOSAL OF SAMPLE MERCHANDISE AND GIFTS NOT RETURNED TO THE VENDOR

All gifts in the form of cash or cash equivalents must be delivered to the Chief Financial Officer, who will consult with the President or Chief Executive Officer with respect to disposition.

All perishable sample merchandise received by the merchandising division will be handled in accordance with the procedures established by the Executive Vice President, Merchandising.

All non-perishable sample merchandise shall be sold to approved salvage vendors, or offered to Team Members through Company-sponsored sales and activities.

E. INTEREST IN OTHER ORGANIZATIONS INCLUDING COMPETITORS AND VENDORS

1. Team Members who have authority to purchase goods or services or who are in a position to influence decisions in any way with respect to Company purchases may not be employed by, hold any position with, or serve as a director of any concern that supplies goods or services to the Company unless approved in writing by the President or Chief Executive Officer.
2. Team Members may not have a substantial investment or other substantial interest in a competitor. A financial interest or investment is not substantial if it represents less than one percent (1%) of the total outstanding stock or other ownership interest of a company, assuming that is the sole extent of the Team Member's interest in said company. Any Team Member holding a substantial financial interest in a competitor must report the extent of such interest to the Chief Financial Officer of the Company who then has the responsibility to report such to the Audit Committee of the Board of Directors.
3. Team Members may not make a financial investment of any type (including buying or selling securities) in any business entity that is likely to be affected by an action of the Company, which has not been publicly disclosed. Buying or selling securities while aware of material non-public information is a federal offense. The penalties are severe and may include both civil and criminal liability.
4. A Team Member who has authority to purchase goods or services cannot own (except through mutual funds) any securities of a business entity from which the Team Member purchases or intends to purchase goods or services on behalf of the Company. If a Team Member owns securities which would constitute a violation of Section B-5, the Team Member must sell such securities within six months of the time that the Team Member becomes aware or is made aware of such conflict.

5. All of the restrictions set forth above with respect to the ability of Team Members to buy, sell or own securities of a business entity with which the Team Member conducts business on behalf of the Company shall apply equally to: (a) a Team Member's spouse, minor child or any other person living in the Team Member's household; (b) any trust of which the Team Member is a trustee or in which the Team Member has a substantial beneficial interest; or (c) any corporation or other entity in which the Team Member has a substantial ownership interest.
6. Any person who has any questions about specific securities transactions should obtain guidance in advance of the transaction from the Office of the General Counsel.

F. SELF-DEALING

Team Members are prohibited from engaging in any action which can be characterized as self-dealing. Self-dealing occurs when a Team Member uses access to Company confidential information, property and/or influence to personally benefit himself/herself, others or other entities when such benefit should belong to the Company, its Members, Team Members and/or affiliates of the Company.

G. PROTECTION AND PROPER USE OF CORPORATE ASSETS

All Team Members should seek to protect the Company's assets. Theft, carelessness and waste have a direct impact on the Company's financial performance. Team Members should use the Company's assets and services for legitimate business purposes of the Company and not for personal benefit or the personal benefit of anyone else.

H. CONFIDENTIALITY

All non-public information pertaining to the Company's business is confidential and proprietary to the Company. Confidential information includes all non-public information in any form that might be of use to competitors, or harmful to the Company, its customers, suppliers or other persons with whom the Company does business, if disclosed. Confidential information also includes the personally identifiable information of our team members and customers such as name, address, social security number, driver's license and credit card numbers. It is the responsibility of each of us to protect the confidentiality of this information. Team Members must notify their immediate supervisor, log a ticket with or call the Help Desk, call the BJ's Hotline at 1-866-213-5051 or report online to <https://bjs.alertline.com> if the Team Member becomes aware of unauthorized access, use or disclosure of the personal information of members or Team Members or the health information of Team Members. Team Members may not provide to others any undisclosed, non-public information about the Company, its affiliates, customers, or suppliers, except as authorized by the Company. Anyone who gives such undisclosed information to others as well as those who trade in securities while aware of such information may be subject to prosecution.

I. OTHER SITUATIONS WHICH MAY GIVE RISE TO CONFLICTS OF INTEREST

The following activities may give rise to a conflict of interest:

1. Participating in or, holding an event to dispose of Company assets by any Team Member is expressly prohibited unless the President or Chief Executive Officer has approved the event.
2. Acquiring a real property and/or business (financial) interest by any means, which the Company is considering acquiring, without prior authorization of the Company.
3. Giving information to others regarding substantial impending transactions or favorable or unfavorable information regarding the Company, which has not been released to the public.
4. Trading in the securities of the Company based on knowledge of a substantial impending transaction or favorable or unfavorable information regarding the Company which has not been released to the public.

J. FINANCIAL INTEGRITY

The falsification of accounting records, the keeping of off-the-book funds, or any other practices or procedures that would cause financial records of the Company to be incorrect will not be tolerated, and therefore:

- Transactions must be performed only in accordance with appropriate authorization;

- All transactions must be recorded accurately to conform with established Company accounting policies and procedures to ensure proper control over its assets; and
- Company assets must be utilized only in accordance with appropriate authorization.

It is the policy of the Company to provide full, fair, accurate, timely and understandable disclosure in reports and documents filed with, or submitted to, the Securities and Exchange Commission and in other public communications.

No Team Member, officer or director shall, directly or indirectly, make or cause to be made a materially false or misleading statement to an accountant in connection with (or omit to state, or cause another person to omit to state, any material fact necessary in order to make statements made, in light of the circumstances under which such statements were made, not misleading to an accountant in connection with) any audit, review or examination of the Company's financial statements or the preparation or filing of any document or report with the Securities and Exchange Commission. No Team Member, officer or director shall, directly or indirectly, take any action to coerce, manipulate, mislead or fraudulently influence any accountant engaged in the performance of an audit or review of the Company's financial statements.

Team Members with concerns regarding questionable accounting or auditing matters or complaints regarding accounting, internal accounting controls or auditing matters may confidentially and anonymously if they wish, submit such concerns or complaints in writing to the Company's General Counsel by interoffice mail (Route 119), U.S. Mail: (BJ's Wholesale Club, Inc., One Mercer Road, Natick, MA 01760, Attn: General Counsel), may use the toll-free hotline (1-866-213-5051) or report online to <https://bjs.alertline.com>. (See "Compliance With This Policy and Penalties for Violations," Section M). All such complaints will be forwarded to the Audit Committee of the Board of Directors to the extent deemed appropriate and necessary. In any event, all complaints will be included in a comprehensive list to be provided to the Audit Committee annually. Any such complaint may also be communicated, confidentially and, if you desire, anonymously, directly to any member of the Audit Committee of the Board of Directors. The Audit Committee will evaluate the merits of any complaints received by it and authorize such follow-up actions, if any, as it deems necessary or appropriate to address the substance of the complaint.

The Company will not discipline, discriminate against or retaliate against any Team Member who reports a complaint or concern (unless the Team Member is found to have knowingly and willfully made a false report).

K. ANTITRUST LAWS

The antitrust laws of the United States are intended to protect and promote vigorous and fair competition, and have played an important role in preserving the country's free enterprise system. These laws apply to all domestic and some foreign transactions by United States businesses. Moreover, the international activities of the Company may be subject to antitrust laws of foreign nations and organizations. The following actions are among those that constitute violations of applicable laws and must not be engaged in under any circumstances.

- Agreements with competitors to fix prices or any other term and conditions of sale.
- Agreements with competitors to boycott specified suppliers or customers.
- Agreements with competitors to allocate products, territories or markets or to limit the production or sale of products or product lines.
- Agreements with customers to fix minimum resale prices.
- Any behavior which could be construed as an attempt to monopolize.

Team Members should never engage in discussions of such matters with representatives of other companies. Team Members should report any instance in which other companies initiate such discussions to their supervisor and Division Director who must report such occurrences to the Legal Department.

Since compliance is complicated by the wide variety of situations covered, the Company doesn't expect all Team Members to be experts in the fine points of law. It does expect them to know and avoid what is clearly illegal and to seek help from their appropriate supervisor and/or Legal Department whenever they have any doubts as to the legality of a course of action. Team Members are responsible for their own actions and for the actions of others within their area of supervision.

L. COMPLIANCE WITH LAWS

The Company requires that all Team Members comply with all laws, rules and regulations applicable to the Company wherever it does business. You are expected to use good judgment and common sense in seeking to comply with all applicable laws, rules and regulations and to ask for advice when you are uncertain about them. If you become aware of the violation of any law, rule or regulation by the Company, whether by its Team Members, officers or directors, it is your responsibility to promptly report the matter as described below under the heading "Compliance With This Policy and Penalties for Violations". While it is the Company's desire to address matters internally, nothing in this Statement should discourage you from reporting any illegal activity, including any violation of the securities laws, antitrust laws, environmental laws or any other federal, state or foreign law, rule or regulation to the appropriate federal or state regulatory authority. Team Members, officers and directors shall not discharge, demote, suspend, threaten, harass or in any other manner discriminate against a Team Member because he or she in good faith reports any such violation. This Statement should not be construed to prohibit you from testifying, participating or otherwise assisting in any state or federal administrative, judicial or legislative proceeding or investigation.

M. COMPLIANCE WITH THIS POLICY AND PENALTIES FOR VIOLATIONS

1. Every Team Member has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this Statement. Any Team Member who knows or believes that any other employee or representative of the Company has engaged or is engaging in Company-related conduct that violates applicable law or this Statement should report such information to his or her supervisor or to the General Counsel, as described below. You may report such conduct openly or anonymously without fear of retaliation. The Company will not discipline, discriminate against or retaliate against any Team Member who reports such conduct in good faith, whether or not such information is ultimately proven to be correct, or who cooperates in any investigation or inquiry regarding such conduct. Any supervisor who receives a report of violation of the Code must immediately inform the General Counsel. You may report violations of this Code, on a confidential or anonymous basis, by contacting the Company's General Counsel by interoffice mail (Route 119) or by U.S. Mail: (BJ's Wholesale Club, Inc., One Mercer Road, Natick MA 01760, Attn: General Counsel). In addition, the Company has established a toll-free Ethics and Compliance hotline (1-866-213-5051) where you can leave a recorded message about any violation or suspected violation of this Code. While we prefer that you identify yourself when reporting violations so that we may follow up with you, as necessary, for additional information, you may leave messages anonymously if you wish.

If the General Counsel receives information regarding an alleged violation of this Code, he or she shall, as appropriate, (a) evaluate such information; (b) if the alleged violation involves an executive officer or a director, inform the President, Chief Executive Officer and Board of Directors of the alleged violation; (c) determine whether it is necessary to conduct an information inquiry or a formal investigation and, if so, initiate such inquiry or investigation; and (d) report the results of any such inquiry or investigation, together with a recommendation as to disposition of the matter, to the Chief Financial Officer for action, or if the alleged violation involves an executive officer or director, report the results of any such inquiry or investigation to the Board of Directors or a Committee thereof. Team Members are expected to cooperate fully with any inquiry or investigation by the Company regarding an alleged violation of this Statement. Failure to cooperate with any such inquiry or investigation may result in disciplinary action, up to and including termination of employment.

2. All salaried Team Members and each director must sign and return the Questionnaire on Commercial Bribery, Conflict of Interest and Business Ethics annually which certifies that they understand and are in compliance with the guidelines of this policy.

3. All salaried Team Members must also complete the Report of Gifts/ Entertainment (Sporting/Cultural Events) Received. Once the Team Member completes the report, the report must then be signed by the Team Member's Division Director (if applicable) and submitted to the Human Resources Department for review and filing.

4. Team Members who violate this policy may be subject to disciplinary action up to and including termination of employment. In addition, in certain instances Team Members who violate this policy may be held liable for any damage or loss caused by their actions and may be subject to prosecution for violations such as illegal securities trading, falsification of records or antitrust laws.

5. Legal action may be taken against any Team Member, vendor or other supplier who becomes involved in an unethical situation which involves the Company, its operation, assets, members or Team Member.

This document is not an employment contract between the Company and any of its Team Members and does not alter the Company's at-will employment policy.

N. WAIVERS OF THIS CODE

While some of the policies contained in this Code must be strictly adhered to and no exceptions can be allowed, in other cases exceptions may be appropriate. Any Team Member who believes that an exception to any of these policies is appropriate in his or her case should first contact his or her immediate supervisor or Division Director. If the supervisor or Division Director agrees that an exception is appropriate, the approval of the Company's General Counsel must be obtained. The Company's General Counsel shall be responsible for maintaining a record of all requests for exceptions to any of these policies and the disposition of such requests.

Any executive officer or director who seeks an exception to any of these policies should contact the Company's General Counsel. Any waiver of this Code for executive officers or directors or any change of this Code that applies to executive officers or directors may only be made by the Board of Directors or a Committee of the Board of Directors and, if made, shall be promptly disclosed as required by law or stock exchange regulation.

Amended February 3, 2010, effective January 1, 2010, to modify the provisions relating to gifts, entertainment and travel.

EXHIBIT A – SAMPLE “VENDOR CONFLICT OF INTEREST LETTER”

<insert date>

<insert name and
address of vendor>

Dear _____:

Thank you for the <insert gift item or donation>. While your gift and thoughtfulness are appreciated, I am required to return the gift to you. BJ’s Wholesale Club, Inc. has a longstanding “Conflict of Interest” policy that prohibits its Team Members from accepting gifts from vendors, suppliers and others with whom we do business. This is done so that we may remain unbiased in our business practices and dealings. I have enclosed a copy of this policy for your review and future use.

If you have any questions, please do not hesitate to give me a call. Thank you for your understanding in this regard.

Very truly yours,

EXHIBIT B

Statement of Policy Concerning Gifts and Free Goods

We are taking this opportunity to restate our policy concerning gifts and free goods, not only during the forthcoming holiday season, but at all times of the year, on any occasion. Gifts and free goods, no matter how well-intentioned by the donor, tend to shake the moral structure of the firmest business foundations by substituting subjective emotions and motives for objective judgment based on service, quality and price.

Accordingly, for the mutual protection of our suppliers, our Team Members and the Company, we prohibit our Team Members from accepting gifts, free goods, gratuities, payment or favors of any kind. Any gifts and free goods received by our Team Members will be returned to the donor, donated to a charitable organization or otherwise handled in accordance with our internal procedures. Our Team Members are advised that violation of this policy is considered to be a grievous matter.

We call upon you to assist us by refraining from giving or offering such gifts and free goods. Your awareness of and cooperation with this policy will foster the continuation of fair business practices that favor our close association.

Best wishes for a happy, healthy holiday season and a prosperous New Year.



Laura J. Sen
President and Chief Executive Officer

*To Our
Manufacturers
and Suppliers*



EXHIBIT C – “VENDOR ENTERTAINMENT/PAID TRIP APPROVAL FORM”

Name of Team Member(s): _____ Job Title: _____

Name of Vendor: _____

Type of Entertainment/Trip: _____

Date and Place of Entertainment/Trip: _____

Check applicable boxes

Will the Vendor attend the event/trip? Yes No

Will any Family member(s)/guest(s) attend the event/trip? Yes No

If “Yes” box is checked, provide name of family member(s)/guest(s) and relationship to Team Member below

APPROVAL SIGNATURE:

Senior Vice President Date Executive Vice President Date

Chief Executive Officer Date
or Chairman of the Board
(if required)

Team Member Signature Date

The original completed form with required signatures should be returned to the office of the Executive Vice President of your division. A copy of the form should be kept by the Team Member.