Dear Roundtable members,

Employment of Relatives/Workplace Relationships policy
- Can you share your policy?
- If not, does your company allow spouses/partners to work in same organizational unit and specifically being in the same hierarchical chain of command?
- Do you allow co-workers who are in a relationship to be in the same department or report in the same hierarchical chain?

Ayelet Mosaffi, Sanofi-Aventis, September 24, 2013

<table>
<thead>
<tr>
<th>COMPANY, CONTACT NAME</th>
<th>COMMENTS</th>
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| Allstate Elvia Herrera Elvia.herrera@allstate.com | Employment of Relatives

Relatives of employees, either by blood or marriage, may be employed after review of all candidates to determine most qualified. Discretion must be used in placing such employees so as not to place relatives in positions that may give the appearance of a conflict of interest.

Guidelines:

No employee should be placed in a situation in which his or her relative has approval authority or influence over the administration of his or her performance management and salary administration. No management or supervisory reporting relationship should exist between relatives. No workflow requiring processing or approval should be routed between relatives.

AstraZeneca Liz Perotti Liz.perotti@astrazeneca.com | AstraZeneca doesn’t have a formal policy. Our Employment Practice Partners and HR Partners advise accordingly.
Here is what we do at Deere.

- Management employees cannot hire or transfer relatives into their span of control.
- Management employees, considered for a new assignment, must work with Human Resources to identify any relatives within the new span of control. This review should also include an examination of any existing reporting relationships to ensure no undue influence is exercised in the selection process. Resolution must be completed before starting the new assignment.
- Resolutions involving hiring or retaining relatives of management employees must be consistent with applicable legal requirements, in the best interest of the Company and appropriately monitored. The Vice-President of Human Resources must approve these resolutions and is responsible to ensure compliance with these requirements.
- The Board of Directors is the sole approval authority for hiring relatives of Senior Officers or the Board of Directors. Written consent of the Board of Directors is required before hiring.
- Notify the appropriate Human Resources personnel whenever considering a relative for employment.
- Obtain information required to support this policy during the application and interview process.
- The Code of Business Conduct must be consulted to ensure that any required reporting is completed.

A relative of an employee includes an employee’s mother, father, grandmother, grandfather, sister, brother, spouse, domestic partner, civil unions, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepmother, stepfather and stepchild.
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<tr>
<th>Organization</th>
<th>Contact Person</th>
<th>Note</th>
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<tbody>
<tr>
<td>LA Metro</td>
<td>Suzanne Lauver</td>
<td>Attached is Metro’s policy related Relationships in the Workplace. We’re happy to answer any questions you may have.</td>
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<tr>
<td>Mondelez</td>
<td>Marangelie Olivo</td>
<td>Enclosed is the draft of the policy we are currently reviewing (see attached)</td>
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<tr>
<td>Northern Trust</td>
<td>Jeanne Ulatowski</td>
<td>Relatives: Northern Trust does not allow the hiring of children, stepchildren, or parents of members of the Management Group. All other relative relationships are subject to review by Business Unit Human Resource Managers. As a general rule, supervisors and managers should not manage a close relative, nor should close relatives work in the same work area, but each case is reviewed independently. PERSONAL RELATIONSHIPS Northern Trust recognizes that the work environment often leads to personal relationships among co-workers. These relationships are a natural consequence of working together and can make the workplace more enjoyable. In certain circumstances, however, romantic or intimate relationships can lead to actual or perceived favoritism, harassment and/or discrimination. Northern Trust partners – especially managers -- should maintain clear boundaries between personal and business interactions in order to foster positive partner relations and avoid even the appearance of inappropriate conduct. Neither party to a romantic relationship should participate in formal or informal supervision, review or evaluation of the other.</td>
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<tr>
<td>University of Kentucky</td>
<td>Erika Chambers</td>
<td>Here is the link to our current nepotism policy: <a href="http://www.uky.edu/HR/policies/hrpp019.html">http://www.uky.edu/HR/policies/hrpp019.html</a></td>
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