



THE OFFICE DEPOT GROUP

Coworker Merchandise Discount

Policy Statement

The Office Depot Group LLC, and its subsidiaries in the U.S. (the “Company”) provides a discount to eligible individuals at any Office Depot or OfficeMax retail store, online via the employee purchase website or via the Office Depot Mobile App and can be used for services and/or merchandise that is purchased for their own personal use.

The discount can be applied to regular sale and clearance-priced merchandise.

Scope

All active Coworkers and Board members of the Company, including their spouse/ domestic partner, children, stepchildren and parents who live in the Coworker’s household.

Discount Specifics

Purchase Discount:

The following discounts are applied off regular priced, sale priced and/or clearance priced merchandise purchased in-store, via the employee purchase website (<https://www.officedepot.com/employeeurchases.do>) or on the Office Depot mobile app:

Item or Service	Discount
Tech Services, Print Services & Performance Protection Plans	30%
Supplies, Furniture, Tech Accessories (<i>Laptop and Phone Chargers, Keyboards, Mice, Surge Protectors, etc.</i>), Snacks & Drinks	20%
Technology (<i>Laptops, Desktops, Tablets, Printers, Scanners, Projectors, Cameras, Monitors, Shredders, GPS, Hard Drives, Headphones, Smart Home Devices, etc.</i>), Ink & Toner	10%



Using Your Discount

GMIL Orders

All orders are eligible for the discount.

Advertising

The discount can be combined with free merchandise coupons, product discount coupons, and other promotional programs and offers when purchasing goods or services at Office Depot/OfficeMax stores and online. The discount **cannot** be combined with general coupons for dollars and percentages off an entire purchase.

Clearance

Clearance merchandise is eligible for the appropriate category discount.

Price Match

The Price Match Guarantee can be used in conjunction with the discount, provided the item(s) to be matched is active, non-clearance, and not a special purchase item(s) and the Price Match Guarantee is valid at the time of purchase. No price adjustments will be made after the initial purchase. Coworker price matches must comply with Office Depot's Price Match Policy and Price Override Best Practices Guide.

Rewards Program

Office Depot® OfficeMax® Rewards: Coworkers who participate in the rewards program can earn rewards in addition to also receiving the discount.

- **Rewards Member Pricing:** Rewards Member Pricing is an exclusive price on select items specifically for [Office Depot® OfficeMax® Rewards](#) members. The Coworker discount cannot be combined with Rewards Member prices. The Coworker will be given the Coworker discount or Rewards Member price, whichever is lower.

Business Select Program

Coworkers may participate in the Business Select program, making them eligible for everyday discounts, select delivery options and \$50 off business services. Business Select pricing is an exclusive price on select items for Business Select members. Coworkers are required to pay the annual enrollment fee. The Coworker discount cannot be combined with the Business Select pricing. Coworkers cannot be both



Rewards members and Business Select members. Once enrolled in Business Select, loyalty accounts will be deactivated.

Coworker Appreciation Day Events

Periodically, the Company conducts Coworker Appreciation Day events to recognize Coworkers' contributions and hard work. These events typically provide Coworkers and their immediate family with the opportunity to take advantage of additional savings. Certain categories of merchandise, services or special orders or offers may be excluded from these events. Coworkers will be notified with more information and instructions for a particular event before it begins.

OfficeDepot.com and Office Depot Mobile App

Only the Coworker is eligible to utilize the Coworker Discount online using their desktop/laptop computer at <https://www.officedepot.com/employeeepurchases> or by using the Office Depot Mobile App by going to the 'Coworker Discount' link on the home tab.

The Coworker will be required to log on to a secure portal site using their EMPL ID number as the logon ID, and the following format as the password:

- The format is MMDDSSSS (for example, 01301140)
- MM: 2-digit month of your birth
- DD: 2-digit day of your birth
- SSSS: Last 4 digits of your Social Security Number (SSN)

Not Eligible for Discounts

The following are **not eligible for the Discount** although they may count as sales credit toward [Office Depot® OfficeMax® Rewards](#) depending on the item:

- Catalog or telephone orders
- Customer Support Services
- "Marketplace" items (i.e. products sold and shipped by third parties on OfficeDepot.com or via the Office Depot Mobile App)
- Postage stamps
- Premiums/free gifts with purchase
- Purchases of gift cards, phone cards or prepaid cards
- Shredding & Storage Subscription Services



- Software
- Software as a Service
- Third party services
- Other seasonal restrictions may apply

In addition, the Company reserves the right to apply additional restrictions on merchandise being piloted within unique locations.

Additional Services & Transaction Requirements

- Coworkers utilizing any in-store services, including but not limited to Print, Technology, Shipping, or other fee-based services, must have all services processed and completed by another Coworker.
- Under no circumstances may a Coworker perform, process, or complete their own service transaction.
- Coworkers are required to pay in full, less any applied Coworker discount benefit, for all products and services received, including any associated fees that would normally be charged to a customer (e.g., shipping, copy/print services, design/creation services, and technology services).
- Coworker Discount eligibility does not waive required service fees unless explicitly stated.

Additional Information

- Coworkers are not allowed to ring up their own sale or the sales of any eligible family member or friend through the register. Prohibited transactions include, but are not limited to sales, returns, overrides, Office Depot Rewards Program reward credit, and ink recycling.
- When a Coworker's employment is terminated, they and their immediate family are no longer eligible for a Coworker Discount.
- Coworkers may not make any purchases from Office Depot/OfficeMax with the intent to re-sell (for example, re-selling on E-Bay or through another retail outlet).
- At Office Depot/OfficeMax, we do not hold merchandise for Coworkers under any circumstance.
- If a Coworker wishes to purchase products from our stores, they may not purchase merchandise during their working hours. Purchases should be made while on breaks, during lunch or during non-working hours. Purchases for drinks,



candy or snacks must be made prior to taking them off premises, into the break room or consuming them.

- A Coworker may not hold, hide merchandise or otherwise prevent merchandise from being appropriately available for customer purchase.
- Clearance merchandise must be made available for customer purchase for twenty-four (24) hours prior to purchase by Coworkers.

Office Depot/OfficeMax reserves the right to refuse or cancel any purchase for any reason. Possible circumstances involving Office Depot/OfficeMax refusing or canceling a purchase may be limitations on quantities available for purchase or inaccuracies or errors in product or pricing information.

If a Coworker violates this policy, they may be subject to disciplinary action, up to and including termination of employment.

Related Policies and/or Resources:

- [Office Depot OfficeMax Rewards Program for Coworkers](#)

Any questions should be directed to HR4U at (888) 954-4636 or via email at HR4U@officedepot.com.

Spanish Language Assistance: The Company provides access to Spanish-speaking Human Resources representatives. Coworkers who have questions regarding any Company policy or employment-related matter can contact HR4U via phone at 888-954-4636 or via email at HR4U@officedepot.com for assistance in Spanish.