

THE OFFICE DEPOT GROUP

Office Depot® OfficeMax™ Rewards Program for Coworkers

Program Statement

The Office Depot OfficeMax Rewards Program issues reward certificates to Coworkers who shop at Office Depot through the Office Depot OfficeMax Rewards Program.

Member benefits include:

- 2% back in rewards on your favorite supplies, furniture, technology & more
- Members-only savings including Rewards Member Pricing and Bonus Rewards
- Redeem rewards instantly at store checkout, at officedepot.com and on the go.
- \$2 back in rewards for product reviews (up to 3 product reviews per month)
- \$2 back in rewards when you recycle your ink and toner cartridges (up to 10 cartridges per month).

Members who spend \$500 in a 12-month period qualify for VIP status. VIP rewards member benefits include member benefits listed above plus:

- 5% back in rewards on ink, toner, paper, and copy/print/ship services, members only savings
- FREE delivery with no minimum purchase. Most furniture, oversize and special-order items excluded.
- Exclusive perks – a special birthday offer, VIP offers and more – as a VIP, you'll get the star treatment.

Scope

This policy also applies to the immediate family members (spouse/domestic partner, children, stepchildren) of regular Coworkers, temporary Coworkers and interns.

Eligibility

Coworkers and their immediate family (spouse, children, stepchildren, and registered domestic partner) are eligible to utilize their Office Depot OfficeMax Rewards membership at any Office Depot or OfficeMax store including phone orders or online purchases. The rewards program applies to all current U.S. Coworkers.

Coworkers (or their immediate family members) must provide their Office Depot OfficeMax Rewards member number, or the phone number or email Coworker with their membership at the time of transaction.

Coworkers and qualifying family members are also eligible to take advantage of promotional offers to help save even more, based upon member types. Please visit officedepot.com/rewards for the Rewards Program Terms and Conditions.

Guidelines

Office Depot OfficeMax Rewards Members receive rewards on qualifying purchases made at any store, by phone, or online. To receive rewards, the member number must be registered.

You must use your personal email address and home address. Rewards are paid out quarterly as a reward certificate for the full value of rewards earned. Rewards for bonus promotions are paid out the day after the purchase is posted to a member's account as a reward certificate for the full value of rewards earned.

For further rules, refer to the Terms and Conditions on officedepot.com/rewards.

General Information

Coworkers may not make any purchases from Office Depot with the intent to re-sell (for example, re-selling on e-Bay or through another retail outlet). Coworkers may not use their Office Depot OfficeMax Rewards membership in connection with any purchases for which the Coworker should be reimbursed by Office Depot. Coworkers may not use their Office Depot OfficeMax Rewards membership in connection with any purchases made for Office Depot with the Coworker's Purchasing Card ("PCard").

At Office Depot, Inc., we do not hold merchandise for Coworkers under any circumstance. (This does not include Omni orders).

Any Coworker wishing to purchase products may not purchase merchandise while on duty. Purchases should be made while on breaks or lunch. Purchases for drinks, candy or snacks must be made prior to taking them off premises, into the break room, or consuming them.

Coworkers may not hold or hide merchandise or otherwise prevent merchandise from being appropriately available for customer purchase.

Clearance merchandise must be made available for customer purchase for 24 hours prior to Coworker purchase.

Coworkers must not handle their own sale transactions at register, or those of immediate family members.

Coworkers may not attach their Office Depot OfficeMax Rewards membership to customer purchases.

Coworkers may not utilize a customer's rewards if the customer chooses not to participate in the program.

Coworkers who violate this policy may be subject to disciplinary action, up to and including termination of employment.

You must register on the Office Depot OfficeMax Rewards Program in order to combine the Coworker discount AND rewards benefit.

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

For questions regarding the Office Depot OfficeMax Rewards program please contact loyalty-team@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.