

*COMPANY CONFIDENTIAL – FOR INTERNAL USE ONLY*

Job Expectations Supplement for associates of  
Advantage Sales & Marketing LLC (“ASM”)  
on the Advantage Merchandising Services Team (“AMS”)

***Effective 7/25/2011***

In order to help ensure associates have a clear understanding of key job expectations, it is essential that you review the information below which pertains to certain aspects of your roles. Please note that this is NOT intended to be an exhaustive review of all job requirements, but rather a summary of a few important expectations which we believe may impact your work on a day-to-day basis. Further, these expectations are intended to supplement the policies, procedures, and expectations set forth elsewhere (including, without limitation, the ASM Associate Handbook, the ASM Code of Conduct and Business Ethics, and the job description which corresponds to your position). Should you have any questions about this information or any other job expectations not discussed below, you are strongly encouraged to contact your supervisor or Human Resources. As with all job expectations, failure to satisfy the requirements set forth in this document may lead to disciplinary action, up to and including termination of employment.

When you are done reviewing this Job Expectations Supplement, you will be asked to submit an acknowledgment acknowledging the fact that you have received, read, and understand your obligation to comply with the requirements set forth here (the “Acknowledgment”). However, compliance with the requirements discussed in this document is expected of all associates to whom it is distributed, regardless of whether he/she submits the Acknowledgment to ASM.

**Reporting Timeliness**

Our clients and customers rely on timely information to assess the impact of initiatives our activities support. Failure to provide the required information in a timely manner negatively affects their decision making processes and also jeopardizes our ongoing ability to provide services on their behalf.

**Expectations:**

- Data and fax sign off sheets, if required, are to be entered and/or sent by noon (12:00pm) local time on the day following the day on which the work being reported was performed, with the following exception:
  - For work performed on the last day of each month, data and fax sign off sheets, if required, are to be entered and/or sent on the 1<sup>st</sup> of the subsequent month (i.e., the next day) by 10:00am local time.
- This requirement applies to **ALL** associates, including those that are traveling. Features, including JET Mobile, have been added to the JET system making this requirement possible.

**Reporting Accuracy**

To meet the needs of our clients and customers, the data supplied through the reporting process must be accurate. Falsification of any employment records (including data submitted through this reporting process) is a violation of company policy and will not be tolerated.

**Timekeeping**

In accordance with ASM’s company-wide policies, all non-exempt associates are expected to accurately and timely record **all** hours worked and meal periods taken in connection with their employment with ASM. Associates ***on this team*** are **expected** to submit time records when the data and fax sign off sheets are submitted for work performed on that day (per above instructions, generally no later than 10am the day after the work is performed).

However, if an associate has missed or believes he/she may miss the weekly ***payroll*** deadline for submitting time records (i.e., 10am on Monday following the workweek in which the work was performed) because (for example) he/she does not have access to the regular timekeeping system or the system is down; time records **must** be faxed to one’s supervisor using a manual timesheet available on ASM Connects, Payroll, or Human Resources.

**Work Assignments**

All associates are required to perform assigned work in accordance with the expectations for the assignment, regardless of whether the work is assigned by the company or a self-selected assignment. Assignments must be completed by the date and time specified for the given assignment. If you anticipate not being able to complete the assignment within the given parameters, you are expected to appropriately update JET (Skip Request with an appropriate Reason Code) and promptly notify your supervisor. (Notwithstanding any deadlines, **all** work performed must be recorded so it can be properly paid.)

**Work Completion**

Associates are expected to perform all of their own job duties. Requesting or allowing another individual (whether or not that other individual is an associate) to perform one's job duties is not permitted. [NOTE: The expectations set forth in this paragraph are subject to requirements of applicable law, including without limitation, reasonable accommodations for qualified individuals with disabilities. In addition, this paragraph is not intended to include times when associates occasionally assist one another with minor job duties in the ordinary course and scope of employment.]

**Carpooling and Mileage Reimbursement**

From time to time associates may carpool to job sites. In these cases, ONLY the driver of the vehicle may submit and be reimbursed for mileage, if applicable; however, subject to any exceptions under applicable law, travel time (to be distinguished from mileage reimbursement) other than one's personal commute is still work time that should be recorded for payment regardless of whether one is a driver.

**Appearance**

It is expected that all associates adhere to the dress code outlined in the ASM Handbook and wear appropriate attire and name badges.

**ACKNOWLEDGMENT OF RECEIPT**

I have read and understand all the job-related expectations contained in this document. I understand and acknowledge my responsibility to comply with these expectations as an associate employed by Advantage Sales & Marketing LLC ("ASM") assigned to the Advantage Merchandising Services Team. I further understand that my employment with ASM is at-will. Notwithstanding the at-will nature of my employment, my failure to comply with these expectations or any other company policies or performance expectations may lead to disciplinary action, up to and including immediate termination of employment.

I agree, and it is my intent, to sign this record/document, Job Expectations Supplement, and affirmation by completing an assignment containing a copy of this document as part of the project instructions in JET and by recording the time required to read and acknowledge the document. I understand that my submitting this record/document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted record/document and this affirmation. I understand and agree that by electronically submitting this record/document in this fashion I am affirming to the truth of the information contained therein. I understand and agree that by electronically signing and submitting this record/document I am consenting to the provisions contained therein.