

## United States and Canada Employee Door Purchase Program – Residential Products



Function:	Human Resources		
Policy Name:	US and Canada Employee Door Purchase Program	Final	5.21.2019
Issued to:	US and Canada Masonite Employees	Effective date:	6.1.19
Owner:	Global Business Services		
Sponsor Approval:	President, Global Residential		

### PURPOSE

This policy provides a set of guidelines for Masonite employees in the United States and Canadian to purchase Masonite products for their personal use or for the use of family members (to include only immediate family, including parents, adult children, and siblings) in a manner that is aligned with Masonite' Values. Masonite may further amend the definition of immediate family at any time.

### SCOPE

These guidelines apply to the purchase of new Masonite products from existing Masonite retailers and dealers for personal use only. This policy applies to all United States and Canadian full-time employees (FTE's).

### POLICY

Masonite wants to provide its employees with the opportunity to purchase Masonite products for their own personal use at a discount as a benefit of their employment. Employees will receive a rebate from Masonite for their documented purchases of new Masonite products from dealers, installers and retailers in North America for personal use. The rebate is determined based upon the price of the product unit purchased, excluding taxes, installation charges, delivery fees, etc. The program is intended for employees, or family members of employees, who purchase Masonite products for personal use of the products in their own homes. An individual employee can receive up to a maximum of US \$2,000 in employee purchase rebate dollars in a calendar year. This program supersedes all current programs in the US and Canada for employees to receive products at a discount, including past practices of ordering from Door Fab sites.

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### GUIDELINES & PURCHASING PROCESS

#### Identifying an Authorized Outlet

Employees must use the dealer locator on Masonite.com or contact a local Masonite sales resource to identify an authorized outlet to purchase Masonite products. If the product is a Masonite marketed product (glass and slab) and bought as a new (not used or refurbished) the purchase will qualify for an employee rebate as outlined below.

#### Employee Rebate Program

Employees who purchase Masonite products will receive a rebate from Masonite based on the following schedule:

Product	Rebate
Interior Flush or Molded doors up to \$100	\$ 20.00
Interior Flush or Molded Doors \$100 - \$175	\$ 25.00
Interior Flush or Molded Doors \$175 - \$250	\$ 40.00
Interior Flush or Molded Doors over \$250	\$ 60.00
Wood Interior Doors up to \$150	\$ 25.00
Wood Interior Doors \$150 - \$250	\$ 40.00
Wood Interior Doors over \$250	\$ 60.00
Exterior Doors up to \$250	\$ 25.00
Exterior Doors \$250-\$500	\$ 60.00
Exterior Doors \$500-\$750	\$ 100.00
Exterior Doors \$750 - \$1,000	\$ 150.00
Exterior Doors \$1,000- \$1,250	\$ 200.00
Exterior Doors \$1,250-\$1,500	\$ 250.00
Exterior Doors \$1,500 - \$1,750	\$ 300.00
Exterior Doors \$1,750-\$2,000	\$ 350.00
Exterior Doors over \$2,000	\$ 400.00

Employees are limited to a maximum of US \$2,000 per calendar year in rebates.

\* Door count is based on “per opening”, therefore double doors count as one unit

\*\* Value of purchase is based upon door unit only and does not include taxes, installation charges, delivery fees, etc.

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### **Rebate Process**

Rebate requests will be submitted through Mployee Central. Employees shall log into Mployee Central and click on the “Door Purchase Rebate” icon on the home page. The employee then provides a general description of what the application is for the doors and then details on the quantities of and the types of doors they purchased. They will need to upload a legible pdf copy of the receipt and then submit. The net price charged to the employee by the authorized outlet shall be clearly identified on the receipt (itemizing any other rebates or discounts the authorized outlet or employee received throughout the purchase process). The submittal will be reviewed by the GBS Contact Center and the employee will be notified of the approval or disapproval of the submittal and verification of rebate amount; or the employee will be contacted regarding additional questions related to the submittal (those without a Masonite email address will be contacted by their HR partner or they can check on the review status within Mployee Central). Once approved, the payment will be processed within two payroll cycles (depending on the timing of the submittal). Payments to US and Canadian employees will be processed as after-tax payment.

### **Administration of Policy**

This policy shall be administered by the GBS unit of Masonite. All decisions regarding this policy, including but not limited to the determination of eligibility for a rebate or the payment of a rebate under this policy shall be made by GBS in its sole discretion and shall be final and binding on the Masonite employee.