



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
--------------------------	-----------------	-------------------------------	----------------------

"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Company Events Policy

### **Purpose**

It is the policy of GSI to sponsor employee events from time to time for the benefit of employee morale and customer relations. The purpose of this policy is to provide general guidelines on the appropriate level of expenses and required procedures to sponsor these events. This policy applies to all GSI employees and subsidiaries.

### **Policy**

I. Any company sponsored event requires prior approval in accordance to the documented Delegation of Authority (DOA), prior to any company funds may be committed. These events include but may not be limited to:

- Seminars
- Off Site Meetings
- Tickets to Events
- Socials
- Sporting Events/Tickets
- Special Events
- Meals & Entertainment

All company events must follow appropriate budgetary guidelines which will be determined at the beginning of the calendar year. Guidelines for the purchase of alcoholic beverages at an event will be determined during the approval process. The Sr. Director of HR and the Operating Group Executive will coordinate on what is appropriate. For business meals and entertainment, discretion is to be used when purchasing alcohol. Amounts considered excessive will not be reimbursed. Alcohol cannot be purchased with Federal or State government funds.

Prudence should be used in the purchase and use of alcoholic beverages at functions where GSI employees are representatives of the Company and costs should meet a standard of reasonableness.

II. All approved GSI sponsored events must adhere to the established Purchase Requisition process through Corporate Purchasing and approvals in accordance to the Delegation of Authority.