

## Dollar General Corporation Disposition of Sample Merchandise Policy

### Why do we have a Policy?

Vendors frequently provide certain Dollar General employees with sample merchandise used to make buying and Plan-o-gram decisions. Having a policy ensures consistent disposition of vendor samples and allows us to further our mission of *Serving Others* in our community.

### Who must follow the policy?

The policy applies to all Company employees, including: Corporate (SSC), Display Design Center (DDC) and Global Sourcing employees, as well as any on-site contractors and/or temporary employees.

### What is our policy?

***Merchandise samples must be donated to an approved charity. Personal use of samples is prohibited.***

Samples that are no longer required for business purposes and are appropriate for donation (not expired, damaged, or subject to safety testing requirements) should be placed in the designated staging area (Charity Sample Bins at the SSC). These samples will be donated to Company supported and sponsored charities or corporate functions.

Samples may not be distributed outside of this process. Any requests for donations, both internal and external, should be forwarded via e-mail to the Community Initiatives Department for review and approval.

In addition, samples should not be requested for higher-value merchandise not sold or not planned to be sold in our stores.

### What if employees want to buy samples?

Occasionally, there may be opportunities to purchase sample merchandise. In these cases, the request should be approved by the Chief Merchandising Officer and the pricing should be reasonable (such as ½ of retail). Proceeds received from the sale of merchandise should be donated to a charity approved by the Community Initiatives Department. Any proceeds used for other purposes must be approved by the Chief Merchandising Officer and the General Counsel.

### Are there any exceptions?

Employees selected to participate in product testing may receive specific merchandise for testing purposes solely with the documented approval of the appropriate Merchandising Vice President.

Any product samples that normally require safety testing (e.g., food, toys, child care) should not be sold or donated and should be disposed of properly.

### What if I have questions?

If you have questions regarding this policy, please contact a Merchandising Vice President or Director of Community Initiatives at [dtorr@dollargeneral.com](mailto:dtorr@dollargeneral.com). If you have questions on a sample's safety testing requirements, contact [nparks@dollargeneral.com](mailto:nparks@dollargeneral.com).