



SKG Employee Purchase Program (EPP)

Overview: The Employee Purchase Program (EPP) offers a standardized process to extend SKG product discounting to SKG and Knoll employees.

Eligibility: All full and part-time SKG employees, as well as Knoll employees supporting SKG markets, are eligible to participate beginning thirty (30) days after their date of hire.

Terms:

All SKG negotiated pricing is extended to eligible EPP participants as follows:

- Product: Pricing is SKG cost plus 10% to EPP participants. This includes all items invoiced to SKG by 3rd party/manufacturer including products, services, labor, delivery, handling, freight and other fees.
- SKG Labor: all SKG Professional Services are offered at SKG cost (no markup). This includes but is not limited to:
 - Delivery and Installation
 - Design
 - Project Management
- Employee Pickup at SKG Warehouse: EPP participants choosing to have product delivered to the SKG Warehouse may pick up their product at no additional cost. Any manufacturer fees for delivery to the SKG Warehouse appearing on the original invoice shall be marked up as noted above.

Process:

All EPP purchases will go through our Inside Sales Associates (ISA).

- 1) EPP participants will work with ISA to prepare the order for approval: product quantities, options, services selection, form completions, etc.
- 2) Inside Sales Associate will prepare and issue a CORE proposal for final review by EPP participant.
- 3) EPP participant must sign off on final proposal and remit full payment prior to order placement.
- 4) All sales are final.
- 5) EPP order will flow through normal SKG Purchasing process.
- 6) If shipment of products to SKG Warehouse is included, the EPP participant will be notified of delivery by the ISA in order to schedule warehouse pickup or SKG Delivery and Installation services, where applicable.

Limitations around EPP purchases:

The Employee Purchase Program (EPP) offers a standardized process to extend SKG product discounting to SKG and Knoll employees.

- EPP purchases are for personal use only.
- EPP purchases may not be re-sold for profit.
- EPP is a benefit that can be rescinded at any time for any reason at the discretion of SKG management.