

*COCDB

Active

(>:82H*COC !

11821710



' A868=OC8>=

\$OBC

??A>E43

5542C8E4

\$OBC) 4E8B43

&4GC) 4E84F

' F=4A #OC7;44= * <8C7

A

COPY

8B74A . 4BC *D8C4
+D;BO ' #

+8C;4!/ DCD;BO 43D

+74 +8C;4 !/ >>A38=OC>A 8B 270A643 F8C7 <>=8C>A8=6 2><?;8O=24 F8C7 +8C;4 !/ O=3 2>>A38=OC4B C74
, =8E4AB8CH B 8=E4BC86OC8>= A4B?>=B4 O=3 A4B>;DC8>= >5 O;; A4?>ACB D=34A C78B (>;82H O=3 O??;82O1;4
?A>243DA4B

>=24A=B O1>DC C74 , =8E4AB8CH B O??;82OC8>= >5 C78B (>;82H <OH O;B> 14 O33A4BB43 C> C74 , =8C43 *COC4B
4?OAC <4=C >5 3D2OC8>= ' L24 5>A 8E8;)867CB OC ') 43 6>E >A >A C74 ' :;O7><O
><<8BB8>= 5>A D<O=)867CB

+74A4 8B => C8<4 ;8<8C >= A4?>AC8=6 E8>;OC8>=B >5 C78B (>;82H O;C7>D67 C74 , =8E4AB8CH B O18;8CH C> A4B?>=3
5D;;H <OH 14 ;8<8C43 F8C7 C74 ?OBBO64 >5 C8<4 !5 C74)4B?>=34=C 8B => ;>=64A OL;8OC43 F8C7 C74 , =8E4AB8CH
4 6 O A4?>AC 8B <O34 O5C4A O *CD34=C 7OB ;45C >A 6AO3DOC43 >A O= <?;>H44 => ;>=64A F>A: B 5>A C74
, =8E4AB8CH C74 , =8E4AB8CH F8;; BC8;; ?A>E834 A4OB>=O1;H OEO8;O1;4 BD??>AC8E4 <4OBDA4B OBB8BC C74
><?;O8=O=C 8= 834=C85H8=6 4GC4A=O; A4?>AC8=6 >?C8>=B O=3 <OH CO: 4 >C74A O??A>?A8OC4 O2C8>=

!= >A34A C> 4=2>DAO64 ><?;O8=O=CB O=3 F8C=4BB4B C> A4?>AC (A>7818C43 >=3D2C C74 , =8E4AB8CH F8;; =>C
?DABD4 38B28?;8=OAH O2C8>= O6O8=BC *CD34=CB 5>A 38B2;>BDA4 >5 ?4AB>=O; 2>=BD<?C8>= >5 O;2>7>; >A >C74A
3AD6B 8= E8>;OC8>= >5 C74 >34 >5 *CD34=C >=3D2C F74A4 C74 38B2;>BDA4 8B <O34 8= 2>==42C8>= F8C7 O
6>>3 5O8C7 A4?>AC >A 8=E4BC86OC8>= >5 (A>7818C43 >=3D2C

, ?>= A4248?C >5 O A4?>AC >5 (A>7818C43 >=3D2C C74 +8C;4 !/ >>A38=OC>A F8;; 2>=CO2C C74 ><?;O8=O=C C>
2>=3D2C O= 8=8C8O; OBB4BB <4=C O=3 6O8= O 1OB82 D=34ABCO=38=6 >5 C74 =OCDA4 O=3 28A2D<BCO=24B >5 C74
<OCC4A +74 ><?;O8=O=C F8;; 14 ?A>E8343 8=5>A<OC8>= O1>DC A4B>DA24B ?A>243DAO; >?C8>=B BD??>AC8E4
<4OBDA4B O=3 O= >??>ACD=8CH C> 38B2DBB C74 , =8E4AB8CH B ?>;8284B +74 8=8C8O; OBB4BB <4=C F8;; O;B>
8=2;D34 F74C74A O C8<4;H FOA=8=6 ?DABDO=C C> C74 ;4AH 2C 8B =424BBOAH C> ?A>C42C C74 BO54CH >5 C74
><?;O8=O=C O=H >C74A 8=38E83DO;B >A C74 2O<?DB 2><<D=8CH

+74 , =8E4AB8CH F8;; CO: 4 O=3 >A <O: 4 OEO8;O1;4 A4OB>=O1;4 ==> 38B28?;8=OAH BD??>AC8E4 <4OBDA4B C>
?A>C42C C74 ><?;O8=O=C O=3 C74 ><?;O8=O=C B O224BB C> , =8E4AB8CH 4 <?;>H<4=C >A 43D2OC8>=O;
?A>6AO <B O=3 O2C8E8C84B A46OA3;4BB >5 F74C74A C74H 27>>B4 C> K;4 O >A<O; ><?;O8=C D=34A C74
O??;82O1;4 ?A>243DA4B +74B4 <4OBDA4B <OH 14 1>C7 A4<438O; 34B86=43 C> O33A4BB O ><?;O8=O=C B
BO54CH O=3 F4;; 148=6 O=3 2>=C8=D43 O224BB C> 43D2OC8>=O; >??>ACD=8C84B >A ?A>C42C8E4 GO<?;4B >5
BD??>AC8E4 <4OBDA4B F7827 <OH 14 C4<?>AOAH >A ?4A<O=4=C 8=2;D34 2>D=B4;8=6 O=3 4<>C8>=O; BD??>AC
=> 2>=CO2C O=3 2><<D=82OC8>= 38A42C8E4B A4B834=24 <>38K2OC8>= O2O34 <82 B2743D;4 <>38K2OC8>=

COPY

@D4BC8>=B 8B OLA<OC8E4 C74 +8C;4 !/ >>A38=OC>A 7OB C74 ODC7>A8CH C> 8=8C8OC4 O= 8=E4BC86OC8>= O=3
A4B>;DC8>= >5 C74 >A<O; ><?;O8=C ?DABDO=C C> C78B (>;82H O=3 A4;OC43 ?A>243DA4B != C74 4E4=C O *CD34=C
8B 270A643 F8C7 O E8>;OC8>= >5 C74 >34 >5 *CD34=C >=3D2C C7OC 8B O=28;;OAH O=3 A4;OC43 C> C74 >A<O;
><?;O8=C C74 +8C;4 !/ >>A38=OC>A <OH O;B> 8=E4BC86OC4 O=3 A4B>;E4 C74 O=28;;OAH 270A64

+74 , =8E4AB8CH <OH 2>=B>;83OC4 >A<O; ><?;O8=CB OB C> O;;46OC8>=B >5 (A>7818C43 >=3D2C 1H <>A4 C7O=
>=4) 4B?>=34=C >A 1H <>A4 C7O= >=4 ><?;O8=O=C O6O8=BC >=4 >A <>A4) 4B?>=34=CB >A 1H >=4 ?OACH
O6O8=BC C74 >C74A ?OACH F74A4 C74 O;;46OC8>=B >5 (A>7818C43 >=3D2C OA8B4 >DC >5 C74 BO< 4 5O2CB >A
28A2D< BCO=24B . 74A4 C74 8=E4BC86OC8>= O=3 O39D382OC8>= ?A>24BB 8=E>;E4 <>A4 C7O= >=4 ><?;O8=O=C >A
<>A4 C7O= >=4) 4B?>=34=C A454A4=24B 8= C78B ?>;82H C> C74 B8=6D;OA ?OACH ><?;O8=O=C >A
) 4B?>=34=C 8=2;D34 C74 ?;DAO; OB O??;82O1;4

+> 8<?;4< 4=C C78B (>;82H C74 , =8E4AB8CH 7OB 34E4;>?43 +8C;4 !/ (A>243DA4B C> 8=E4BC86OC4 O=3 A4B>;E4 O
>A<O; ><?;O8=C +74 +8C;4 !/ (A>243DA4B OA4 ;>2OC43 >= C74 +8C;4 !/ ' L24 F41B8C4

*CD34=C >A <?;>H44 34C4A<8=43 C> 7OE4 2><<8CC43 O= O2C >5 (A>7818C43 >=3D2C 8= E8>;OC8>= >5 C78B
(>;82H 8B BD1942C C> 38B28?;8=OAH O2C8>= +74 BO=2C8>= 5>A O K=38=6 >5 A4B?>=B818;8CH 34?4=3B D?>= C74
=OCDA4 O=3 6AOE8CH >5 C74 <8B2>=3D2C O=H A42>A3 >5 ?A8>A 38B28?;8=4 >A 1>C7 +74 AO=64 >5 ?>BB81;4
BO=2C8>= >5 O= <?;>H44 8=2;D34B 1DC 8B =>C ;8<8C43 C> A4?A8<O=3 ?A>1OC8>= BDB?4=B8>= F8C7>DC ?OH
>BB >5 ?A8E8;464B >A A

470E8>A C70C E8>;OC4B C78B ?>;82H O;B> <OH E8>;OC4 C74 ;OFB >5 C74 ;>2O; 9DA8B382C8>= 8= F7827 C74 8=2834=C
>22DAA43 O=3 BD1942C O A4B?>=38=6 C> 2A8<8=O; ?A>B42DC8>= 1H C74 ?A4B838=6 ODC7>A8CH = 8=38E83DO; 2O=
27>>B4 C> <O: 4 O A4?>AC C> 4GC4A=O; ;OF 4=5>A24<4=C OC O=H C8<4 O=3 3>8=6 B> 3>4B =>C ?A42;D34 C74
8=38E83DO; 5A>< <O: 8=6 O A4?>AC C> C74 , =8E4AB8CH >C7 ?A>24BB4B 2O= 14 ?DABD43 85 O= 8=38E83DO; 27>>B4B
C> 3> B> +74 , =8E4AB8CH 4=2>DAO64B 8=38E83DO;B C> A4?>AC O= 8=2834=C F7827 <OH 14 O E8>;OC8>= >5
' : ;O7><O *COC4 \$OF C> 4GC4A=O; ;OF 4=5>A24<4=C (A><?C A4?>AC8=6 C> 4GC4A=O; ;OF 4=5>A24<4=C 8B
8<?>ACO=C 8= O 2A8<8=O; ?A>B42DC8>=

+8C;4 !/ (A

??A>EO; *86=OCDA4B

Step Description

Approver

Date

><?;8O=24

%OC74F . OAA4= 7845

><?;8O=24 ' L24A -824

(A4B834=C 5>A)8B:

\$460;

74AH; 8G>= 4?DCH 4=4AO;

>D=B4; *42A4COAH C> C74

>OA3

#OC7;44= *<8C7 @DO;

' ??>ACD=8CH ' L24A O=3 +8C;4 !/

>>A38=OC>A