

My fellow xxxxxxxxx associate,

xxxxxxx has an extraordinary resource—the knowledge and skills of its diverse and gifted work force. Your knowledge is the torch that lights our way into a new century of tremendous opportunity and tremendous challenges.

The light from the torch is enormously powerful—it helps us to see and evaluate the business environment around us and to navigate through new markets. It also casts a light into our future, helping us to anticipate the needs of our customers and to build relevant strategies. The stronger and brighter the flame, the further we can see ahead of us and the quicker we can respond to our customers with solutions.

Constant and relevant learning is the oxygen that nourishes the flame of the torch—not just to keep it burning, but to increase its intensity. xxxxxxx has an opportunity, through specific xxxxxxx criteria, to provide you with the means for obtaining that learning. In response, xxxxxxx **is launching a new xxxxxxx**. The policy, **which is effective immediately**, enables each individual to develop to his or her full potential and fully utilize job-relevant knowledge and skills.

### **Moving Forward**

I thank all of you for your support in helping to make the xxxxxxx a success. I believe that the policy reflects how xxxxxxx commitment to its people has continued to grow to meet the ever-changing needs of our business and our associates.