PURPOSE
The CVS Health® employee discount card allows and encourages employees to make eligible purchases at CVS to receive a discount.

SCOPE
Eligible employees and retirees with are provided with an employee discount card benefit.

Eligibility is defined as:
- All full-time, part-time and temporary CVS Health employees
  - All legally married spouses of eligible employees
  - Eligible domestic or civil union partners residing in the same household as an employee who participated in the program as of May 31, 2016
    - Other dependents, whether or not they live in the same household (such as children or parents), are not eligible to use the employee’s discount card
- Retirees

POLICY
The CVS Health employee discount card is provided to allow and encourage employees to make purchases at CVS stores or online and to provide a discount on those purchases.

STANDARD
1. Enrollment occurs automatically.
2. Discount cards will be mailed to the eligible employee’s home address.
   - Employees are eligible upon receipt of their discount card. The card will be received approximately 4 weeks after hire.
   - An additional card will automatically be provided to the eligible employee:
     - For use by an eligible employee’s legally married spouse residing in the same household
     - For use by an eligible employee’s domestic or civil union partner who has been grandfathered into the program as of May 31, 2016
       - The card will have a number two (2) after the employee name.
       - In accordance with Internal Revenue Service guidelines and depending on the home state, discounts received from this card may be subject to imputed income and may be taxable to the employee.
3. In Store Discount Information:
   - Cardholders receive a 30% discount on in-store purchases of CVS Brand products, including CVS proprietary brands.
   - For all other products, cardholders receive a 20% discount on in-store purchases of one dollar or more with the exception of:
     - Sale merchandise (including items purchased using CVS coupons and regularly priced advertised items)
     - Clearance items
     - Cigarettes (no longer sold after 9/2014)
     - U.S. postage stamps
     - Newspapers and magazines
     - Milk, beer, wine and liquor
     - Gift Cards/Prepaid Cards

4. Prescriptions
   Prescriptions are filled at the average wholesale price (AWP) for employees, their spouse and dependent children, if any, living in the same household. This applies only to non-members of the CVS Prescription Plan. Members of the CVS Prescription Plan may not purchase prescriptions at AWP.

5. Employee Discount at CVS.com
   The employee discount number, located on the back of the employee discount card, provides a 10% discount on all CVS.com purchases. Follow the instructions online to create an account and enter the 12 digit employee discount number in the “Additional Savings Opportunities” section to use the CVS discount on CVS.com.

6. Extra Care Program
   An employee discount card will give the cardholder a discount as well as all of the benefits of the ExtraCare Program which provides ExtraBucks (CVS money), Extras (opportunity to earn additional merchandise over time), automatic store sales prices, and customized mailings (including coupons and discounts). The Extra Care Program provides benefits when shopping in the stores or on CVS.com. Cardholders who do not wish to receive ExtraCare mailings and offers can call (800) 746-7287 and request to be removed from the mailing list.

PROCEDURE

   - **Merchandise**: The cardholder (i.e., employee or spouse, where applicable) presents the card to the cashier before the cashier rings up the purchase. The cashier scans the card to verify eligibility.
     - Purchases by Store Personnel: Purchases of merchandise are to be carried out of the store (i.e., not consumed or used in the store) and are normally made at the end of the employee’s shift. (If purchased earlier, the merchandise is stored in the manager's office and retrieved at the end of the shift.) The cash register receipt should be affixed to or placed with the merchandise.
• **Prescriptions:** The cardholder presents the card when the prescription is brought in to be filled. When the prescription is picked up, the cardholder again presents the card before the sale is rung up. The pharmacy technician/assistant or pharmacist scans the card to verify eligibility.

**Employee Discount Card Use**

Employee discount cards should be cared for as any other valuable item. If an employee discount card is lost, stolen or damaged, call myHR immediately. In the event the employee discount card is lost or stolen, the discount benefit is suspended while the cardholder is waiting for a replacement discount card. The cardholder will become eligible for the discount again when the replacement employee discount card(s) is received. A replacement employee discount card will be mailed approximately four (4) weeks following a call to myHR. If an employee discount card is damaged but working, it may be used while awaiting the arrival of the new discount card.

The sharing of discount card(s), including allowing another person to scan a copy of your discount card onto their mobile device, is prohibited. Discounts will not be processed unless a valid discount card is presented at the point of purchase (photocopies of discount card(s) are not acceptable). Employees should never use their discount card to give a discounted price to a customer who does not have a discount card.

The discount card is to be used in accordance with the above procedures. CVS’s oversight systems allow review of all transaction details. Misuse of the discount card can result in disciplinary action, up to and including termination. The discount card is a benefit and all cardholders are urged to use the discount card responsibly.

**DEFINITIONS:**

1. **CVS Health®:** CVS Health Corporation and each of its subsidiaries and affiliates.
2. **Employee:** Any full-time, part-time, temporary, or casual employee of CVS Health, including, but not limited to, interns and externs employed by CVS Health.
3. **Retirees:** Employees who retire from CVS Health at age 60 with 5 years of service or age 55 with 10 years of service.

**REVIEW AND REVISION HISTORY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Reason for Change</th>
<th>Sections Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/15</td>
<td>1.00</td>
<td>Policy Harmonized, added to template</td>
<td>All</td>
</tr>
<tr>
<td>03/01/16</td>
<td>2.00</td>
<td>No changes</td>
<td>All</td>
</tr>
<tr>
<td>Date</td>
<td>Version</td>
<td>Description</td>
<td>Page</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
<td>--------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>06/08/16</td>
<td>3.00</td>
<td>Eligibility definition updated</td>
<td>All</td>
</tr>
<tr>
<td>05/11/17</td>
<td>4.00</td>
<td>Header, Footer, or Review and Revision History changes only</td>
<td>Header, Footer, or Review and Revision History</td>
</tr>
<tr>
<td>04/20/18</td>
<td>5.00</td>
<td>Editing for smoother reading</td>
<td>Body</td>
</tr>
</tbody>
</table>