



Employee Vehicle Purchase Policy

Effective Date: December 1st, 2023

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I. Purpose

Kunes Auto Group ("Company") will set a general policy for the purchase of vehicles from the company for employees and immediate family members.

II. Overview

This Employee Vehicle Purchase Policy sets forth the Company guidelines that will be applied to all employees and immediate family members purchase a vehicle. This policy conveys company expectation and procedures for the issuance, pricing, procedures, and exceptions for Company's employees. This policy will be effective as of December 1, 2023. Employees and their supervisors are responsible for ensuring that they adhere to this procedure for the procurement of their Employee Purchase Documents, Company Sales Employees are required to follow the policy when employees are purchasing a vehicle and take the utmost care of said employee. Any exclusions or complaints should be brought to the Corporate Training Team, Regional Manager and/or the Chief Operating Officer.

III. Eligibility

All Kunes Auto and RV employees, employees of Camp Timberlee, employees of Lake Lawn Resort, employees of Ignition Dealer Services, and employees of Geneva 10. Employee pricing is also extended to immediate family members (i.e., parents, children, spouse).

IV. Policies and Procedures

1. Kunes Auto & RV Group believes in its cars, and believes in its employees, and that Kunes cars are the right ones for them. Kunes Auto & RV Group strongly encourages its employees to take advantage of this special low rate and purchase their cars from us.
2. As an incentive for Kunes Auto & RV Group employees to purchase and drive our vehicles each employee may purchase used vehicle for personal use, at \$500 over sales cost or the price listed on our website(s) as the Internet Price (whichever is the lesser) plus tax, title dealer fees etc. Specialty purchases may not qualify. All vehicles must be inspected for sale by a Kunes Service Department.
3. Because of the special employee price this discount may not be available on all vehicles.
4. New Vehicle Pricing is based upon the manufacturer programs and guidelines. Not all vehicles qualify, specialty vehicles and vehicles in limited supply may be exempt and will be considered on a case-by-case basis.
5. Used Vehicles will be purchased through the employee's place of employment and vehicle will be transferred to that store at the selling price. Employees not employed at an Automotive Dealership must purchase through the dealership that owns the vehicle unless arrangements are made through a dealer of their choice.

6. New Vehicles that are the same brand as the employee's dealer will be purchased through that dealer. Employees purchasing a brand that differs from their dealer of employment, or those that are not employed by an automotive dealership must purchase from the dealership that owns the vehicle unless arrangements are made through a dealer of their choice.
7. Transportation costs are the responsibility of the employee and may be added to the purchase price of the vehicle.
8. Employees must fill out the Employee Purchase Request Form on kunesstaff.com or provided to them by their HR department. Employees must have a valid Employee Purchase number and present that document or number as soon as possible to their sales associate or sales manager.
9. Kunes Automotive Management Training Staff are to help facilitate any employee transaction and ensure that they receive the proper pricing and customer experience.
10. Any discrepancies, exceptions, or complaints should be brought to the attention of the Kunes Automotive Management Training Staff, Regional Manager, and/or the Chief Operating Officer.
11. Kunes Automotive customers that are non-employees may take precedence over employee purchases. In the event that a vehicle of interest has a set and confirmed appointment, deposit, or pending deal Kunes Automotive dealerships reserve the right to hold or sell said vehicle for customer purchase. Every effort will be made to find a suitable replacement vehicle for the employee should this occur.
12. Kunes Automotive staff will treat all employee purchases with the utmost of care and importance, every effort should be made to ensure our Kunes Family is well taken care of and satisfied with their purchase.