

Holiday Inn *Club Vacations* INCORPORATED

Policy Name:	RCI Program Policy	Department:	Human Resources
Policy #:	HR-23015	Issue Date:	06/07/2024
Category:	Benefits & Leave	Review History:	01/12/23, 04/05/24

Purpose

This Policy was adopted by the Board of Holiday Inn Club Vacations Incorporated, and their affiliates and subsidiaries, (collectively, the “Company”), to document the Company’s policy on the RCI Exchange Program available to team members. The Company has adopted the following policy pertaining to the RCI Exchange Program process.

Scope

All officers, directors, and team members of the Company’s business operations who meet eligibility.

Policy

The RCI Exchange Program has been established to ensure that Senior Management employees, including Directors and above, have the opportunity to enjoy accommodations available to our owners and guests through RCI. Directors and above are entitled to make reservations for a seven-night stay at any of the 4,300 RCI affiliated resorts, located in more than 110 foreign countries, once each year. Reservations are subject to availability and RCI exchange fees apply. The RCI exchange fee is currently \$299.00 for domestic and international accommodations.

Process:

- In order to start a search, the RCI Exchange Request Form must be completed. The link to this form can be found on the Benefits Website under Travel and Lifestyle Benefits. Being flexible with dates, regions and resorts will increase the chance of locating an exchange.
- The RCI Offer Team will contact the team member with any offers made by RCI. The team member has the right to accept or deny the offer. If denied, the search for alternative locations will resume
- If an RCI offer is accepted by the team member, the team member will need to provide credit card information to the RCI Offer Team within 48 hours of the offer being made.
- If the team member does not respond within the 48 hours, the hold will release, and the search will resume.
- The RCI exchange fee will be paid personally by the team member using the RCI exchange benefit.
- A confirmation will be sent to the team member and team member should bring the confirmation with them upon check in at the RCI property.
- Once an offer is accepted and confirmed, the transaction is final. Should a situation arise requiring the team member to cancel, the exchange fee will not be reimbursed. RCI will require a new exchange fee to be paid in order to reschedule.

Compliance

All team members are expected to fully comply with this Policy. Failure to comply with any portion of this Policy may be subject to disciplinary action, up to and including termination of employment.

Exceptions

Any exceptions to this Policy must be submitted to the Legal Department for review and approval. No exceptions may be made unless approved. Submit requests at compliance@holidayinnclub.com. Failure to obtain approval prior to implementing an exception may be subject to disciplinary action.

Audit

This Policy is subject to periodic review and updates are necessary by the Risk & Compliance Officer. Audit of this Policy's effectiveness and compliance will be conducted by Internal Audit. Revisions of this Policy shall be reviewed and approved by the Risk Advisory Committee or the then governing risk body.