



To: CNA Vendors

On occasion, some of CNA's vendors have offered gifts or entertainment to our employees in appreciation of CNA's business, or as a reward for a positive working relationship or a job well done. We are always happy to learn that our vendors are pleased with the performance of our employees, and a written note to the employee or his or her manager is always welcome.

However, in case you were not already aware, CNA's Code of Professional Conduct and Human Resources policies provide that our employees should not accept gifts or favors of more than a nominal value, specifically, a value greater than \$100, and even then only on an infrequent basis. Similarly, the value of any business related events, entertainment, meals or other benefits which you offer and which your staff will also be attending may not exceed \$150, and even then should be offered only on an infrequent basis. If your staff is unable to attend the business related event, entertainment, or meal with our employee(s) the value may not exceed \$100.

CNA expects that any offer is customary or industry-appropriate, and is being openly given without any expectation or realization of special advantage or influence. A CNA employee or family member should never encourage or solicit gifts, favors, entertainment or other benefits from a person, firm or corporation doing business with CNA or any of its subsidiaries or affiliates.

We would greatly appreciate it if you would keep this CNA policy in mind if you desire to reward or thank one of our employees. If you have any questions, please contact me or your contact person from the Enterprise Procurement Group and we will be glad to discuss the matter with you.

I also invite you to report any deviation from this CNA policy once you become aware of it to the Enterprise Procurement Group via EnterpriseProcurement@cna.com.

Sincerely,

A handwritten signature in black ink that reads "Craig Meadors".

Craig Meadors
Vice President
Enterprise Operations