



MEMORANDUM

To: All Employees
From: Fred Humbert, CFO
cc: Maria Zea, PHR
Date: October 22, 2013

We have done a great job this year driving our business forward. However, as you are all aware, we continue to operate in a difficult environment, and we have more to do on cost savings due to the current financial status of the company, with an immense remorse the following cost cutting measures will take place.

As of Tuesday, October 22 the DAM Business and Equity will no longer pay for:

- Flowers at the receptionist desk and in executive offices.
- Skyboxes for professional sporting events.
- Employees' dues for professional and trade organizations.
- Liquor at business meals.

To be implemented on the incoming weeks:

- Only indispensable business travel will be approved.
- The company will stop charitable events until further notice.
- All employees will have a personal pass code to access the photocopier (*Personal photocopies will cost \$ 0.10 a page*).

Many of you will have questions about these actions. Please feel free to contact your manager or department head as they were briefed with more details. We remain confident that our great Company will keep moving forward to better times.

Sincerely,

Fred Humbert, CFO