



Oshkosh Corporation

---

## MEMO

---

**DATE:** July 19, 2011

**SUBJECT:** Supplier Communication Guidelines

Oshkosh Corporation values the relationships we build with our suppliers and will work with suppliers who wish to publicize their relationship with us. However, because of the volume of suppliers we do business with and in an effort to treat all suppliers fairly while protecting the Oshkosh Corporation name, we've developed and follow fairly stringent guidelines. We request cooperation from suppliers in adhering to these guidelines.

**The objective of these guidelines is to:**

- Preserve Oshkosh Corporation's brand name by avoiding endorsements of others' products.
- Avoid releasing competitive information.
- Ensure that suppliers' communications are in keeping with Oshkosh Corporation's corporate communications strategies.

**Guidelines**

- All suppliers must have an Oshkosh Corporation Nondisclosure Agreement (NDA) on file. Suppliers are obligated to refrain from disclosing Oshkosh Corporation Confidential Information to anyone, except as permitted in the NDA.
- Some statements of non-Confidential/non-Proprietary facts about Oshkosh Corporation's relationship with the supplier are appropriate but must be approved by Oshkosh Corporation on a case-by-case basis. Typically communications that are accepted include:
  - An initial press release issued by the supplier announcing they've been awarded a contract with Oshkosh Corporation.
  - A press release issued by the supplier announcing they've won a supplier quality award from Oshkosh Corporation.
  - All communications that reference Oshkosh Corporation must be vetted through the supplier's Oshkosh Corporation buyer who will work with Corporate Public Affairs for review.

**The following communications are not appropriate and will not be approved:**

- Details about products/services/consulting provided by the supplier to Oshkosh Corporation.
- Details about equipment manufactured/installed by the supplier for an Oshkosh Corporation facility.
- Details about software or other technical services provided by the supplier to Oshkosh Corporation.
- Other specifications as determined by Oshkosh Corporation on a case-by-case basis
- Dollar amounts and/or volume of any contracts
- Assumptions as to how the supplier's products/services have improved Oshkosh Corporation's operations.
- Endorsements of the supplier's product/service
- Quotes from Oshkosh Corporation employees
- Use of our photos, logo or trademarked name is prohibited in any publication, including: web sites, case studies or white papers, pamphlets, brochures, radio/television ads, or any other advertising materials.