

RIMAN

NORTH AMERICA **HEADQUARTERS**



POLICIES & PROCEDURES

Welcome to the House of RIMAN! We invite you to enjoy this dynamic space where you can tell the RIMAN story, and educate on our product lines, and share the business opportunity, all while immersed in the RIMAN brand.

We are honored to share this space with you. However, this is first and foremost a place of business, so we have outlined the below policies in order to keep the House of RIMAN a fun, productive, and safe space for all of our RIMAN family!

Upon entrance to our shared home, you agree to abide by the following policies and procedures. Any visitors who are found in breach of these policies may be asked to leave the property, and could face disciplinary action, including suspension and/or termination.

We appreciate your kind cooperation.

1. RIMAN North America HQ is a drug, alcohol, tobacco, and weapon free zone.
 - a. This includes knives, firearms, tasers, sprays such as pepper spray, and any other item(s) that could be used to harm another individual.
 - b. This includes the use of e-cigarettes, vaporizers, chewing tobacco, and any other nicotine products.
 - c. This includes the parking lot and parking garage. Nicotine products may be used in the designated zone outside at the back of the building.
2. Food is not allowed inside the building. However, non-alcoholic beverages are permitted.
3. Visitors are expected to bring their own RIMAN products to be used for display and/or sampling.
4. Products from other Direct-Selling and/or Network Marketing companies are not permitted.
5. Visitors are expected to dress in Business Casual attire.
6. Visitors are expected to clean up after themselves, making use of appropriate trash bins and cleaning supplies. Visitors are expected to utilize cleaning wipes or paper towels to clean up sampling areas, as necessary.
7. Children under the age of 16 are not permitted in RIMAN North America HQ.
8. Overnight parking is not permitted.
9. Loitering on the property after regular business hours, or after evening or weekend functions, is not permitted. Visitors should depart upon staff request.
10. RIMAN North America does not accept returns or exchanges onsite.
11. RIMAN North America does not sell product, merchandise, marketing materials, or any other items onsite.
12. Visitors are expected not to interfere with the daily business activities of RIMAN Corporate employees.
13. Visitors may not request unscheduled meetings with RIMAN Corporate employees upon arrival.
14. Follow-up on current Customer Service inquiries, or the filing of new Customer Service Cases, may not be conducted onsite. Such activities may take place by emailing CS@RIMAN.com.
15. Visitors agree to abide by the Policies & Procedures and Code of Business Ethics found on RIMAN.com at all times.