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Peter F. Longo  
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Subject: Business Gifts from Suppliers

Dear Valued Supplier,

As we approach the end of 2017, I want to wish you and your colleagues a very happy holiday season, and thank you for all of your support this year. I also would like to take this opportunity to remind you of UTC's policy on business gifts. Successful partnerships with our suppliers depend on mutual trust, respect and integrity. To this end, each of our suppliers must compete strictly on the merits of their products and services, and our purchasing decisions may never be influenced by conflicts of interest or tainted by even the appearance of conflicts of interest.

Under the [UTC Policy on Business Gifts from Suppliers](#), all employees and contractors of UTC and its business units are prohibited from soliciting gifts, entertainment and gratuities. Additionally, those employees and contractors who have direct or indirect purchasing responsibilities for UTC or its business units, or may influence our supplier selection, are prohibited from accepting gifts, entertainment and gratuities from anyone seeking business with UTC.

We take this policy seriously and enforce it vigorously, and we expect our suppliers to do the same, so please communicate its requirements to all within your organization who may have business dealings with employees and contractors of UTC and its business units.

At UTC, we work closely in partnership with our suppliers to maintain a world-class, integrated supply chain, and we demand that our suppliers meet our high standards for ethical business practices. These expectations are set forth in the [UTC Supplier Code of Conduct](#), which aligns with the expectations we have of our own directors, officers, employees and representatives.

Any questions regarding our Policy on Business Gifts from Suppliers, or the UTC Supplier Code of Conduct generally, should be directed to UTC's Global Ethics & Compliance Office at [bpo@corphq.utc.com](mailto:bpo@corphq.utc.com).

Please accept our best wishes for the holiday season and our sincere appreciation to everyone in your organization who helps make our partnership with you a success.

A handwritten signature in blue ink, appearing to read "Peter F. Longo".

Peter F. Longo  
Senior Vice President, UTC Operations