

# GLOBAL LICENSES & PERMITS POLICY

## POLICY STATEMENT

We are committed to procuring and maintaining all required real estate, construction, and operating licenses and permits in full accordance with the law wherever we operate. This includes licenses and permits relating to developing property, building facilities and distribution centers, owning and operating stores, distributing merchandise, and providing specific lines of services. The company prohibits anyone from making or receiving an improper payment (bribe), or authorizing a third-party to do so, in order to improperly influence any act or decision by government authorities or others regarding licenses and permits.

## WHAT TO DO

**UNDERSTAND AND FOLLOW** the licensing and permitting regulations and obligations applicable to the business.

**OBTAIN** all necessary licenses and permits before opening a new facility or prior to permit expiration.

**DOCUMENT** feedback from government agencies, including any unique requests.

**CROSS-TRAIN** all licensing associates for each area of licensing responsibility to ensure business continuity in case of team turnover.

**IDENTIFY** and address gaps in licensure and permitting.

**EXECUTE** standard operating procedures and accountability measures.

**MAINTAIN** licenses and permits and any supporting documents or reports on-site as required by law.

**REPORT AND ESCALATE** improper payment requests to the Global Ethics Helpline.

**RETAIN** all required licenses and documentation required to demonstrate compliance with laws and internal policies and governance.

## WHAT TO LOOK FOR

**FAILURE TO POST OR MAINTAIN ON-SITE** all licenses and permits required by law to be displayed or kept on-site.

**FAILURE** to track licenses and permits through the company's approved systems.

**NOTICES OR VIOLATIONS** indicating operational gaps with obligations or restrictions of licenses or permits.

**INADEQUATE STAFFING** of licensing and permitting team resulting in failure to maintain or obtain required licenses and permits.

**MULTIPLE VIOLATIONS OR FINES** at the same location.

**MISSING OR INADEQUATE DOCUMENTATION** to support any payment relating to licenses and permits.

### Asking Questions and Reporting Violations

To ask a question about this policy, please contact a member of Management, the Compliance department, or the Legal department.

To report suspected violations, please contact Walmart's Global Ethics Helpline:

**1-800-963-8442**

Web: [www.walmartethics.com](http://www.walmartethics.com) or Email: [ethics@wal-mart.com](mailto:ethics@wal-mart.com)

Reports to the Ethics Helpline are always confidential, and if you choose, you may report your concern anonymously.

Additional specific country contact information can also be found on [www.walmartethics.com](http://www.walmartethics.com)

**In the U.S., you may also use the U.S. Compliance Hotline for questions: 1-800-530-9923**

**Related Policies:** Statement of Ethics; Global Health & Wellness; Anti-Corruption **Last Modified:** November 1, 2017 **Version:** LP-02  
**Policy Owner:** Walmart Global Governance