

# 75<sup>th</sup> Anniversary Celebrations

## Frequently Asked Questions

### **How will the \$25 USD per individual per site work?**

Seifi Ghasemi has approved \$25 (USD) per employee attending a site event to be spent on refreshments and related celebration expenses. These celebration costs will be expensed to special 75th anniversary cost centers.

For example, if you have 10 employees at your site, you would have a total budget of \$250 USD to host an appropriate celebration ([T&E policies and guidelines](#)). You could arrange a lunch, team event, etc. and then charge the expenses back using the charge-back documentation and instructions (see Celebrations section of the [75<sup>th</sup> Anniversary Intranet site](#)).

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### **When should our site host a 75<sup>th</sup> celebration event?**

Between now and the end of calendar year 2015, as schedules permit. Some managers and supervisors may choose to enhance already-planned events such as "get-to-know-you" meetings, driver rodeos or picnics, or other holiday gatherings.

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### **Can we just give the \$25 (USD) to employees instead of hosting an event?**

No. These funds are specifically for hosting a 75<sup>th</sup> anniversary celebratory event for employees, and expenses must be charged back using the special cost centers provided.

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### **Can we donate the \$25 (USD) to a local charity instead of having a celebration?**

No, this monetary gift is designed to recognize employees and their hard work this past year. It's hoped these funds will be used to bring your team(s) together for a nice event and perhaps build some team spirit and comradery. Of course, whether or not your site chooses to do something is completely optional.

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**How should we organize an event if there are several salary budget managers/leaders at our site?**

If there are multiple managers or supervisors at your site, please coordinate amongst yourselves to ensure that the most employees have the opportunity to attend without duplication. Again, expenses for your celebration should not exceed \$25 (USD) per employee (all inclusive). Consider inviting nearby residential/mobile employees to your event as well.

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**What if I am based at a major headquarters location?**

Leaders based at major headquarters locations do not need to organize 75<sup>th</sup> celebration events for employees. These celebrations are being organized centrally for employees at those locations. For example, [the event at corporate headquarters in Allentown is scheduled for 1 October](#). If you are based there, you should attend that event; there is no need to organize something separately.

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**What if I am based at a headquarters location but have teams at other locations?**

You should plan to attend the event [at your base location](#). If your reports/employees at other locations also host events, consider attending those as your schedule permits (however, travel expenses to attend remote celebrations should **not** be charged to the 75<sup>th</sup> Anniversary special cost centers).

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**What if we aren't able to organize a celebratory event between now and the end of the year?**

We encourage site leaders to take advantage of this opportunity to bring your teams together and mark the company's milestone anniversary between now and the end of the calendar year (staying within the \$25 USD/employee budget). If you are unable to do so, these funds cannot be allocated in any other way.

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**Other questions?**

**T&E:**

Employee Help Line: 1-800-272-5442; [employhc@airproducts.com](mailto:employhc@airproducts.com)

**General:**

Corporate Communications: 1-610-481-7182; [commssur@airproducts.com](mailto:commssur@airproducts.com)