



## SUMMARY OF THE MONITORING AND COMPLIANCE PROGRAM

Mannatech is committed to enriching lives and bringing unprecedented opportunity to ourselves and the rest of the world. In support of this vision, we continue to strengthen our compliance efforts to protect your ability to market our products. Highlighted below is a summary of the mandatory reporting requirements for Associate-developed websites, Associate meetings and telephone conferences, and Associate produced promotional materials offered for sale.

### 1. ASSOCIATE MEETINGS AND TELEPHONE CONFERENCES

You (as the “Meeting Sponsor”) are required to notify the Company of each in-person meeting where you intend to advertise or promote the Company, its products, or the business opportunity where more than 40 people are invited or reasonably expected to attend. You must provide the Company:

#### In person meetings

- 21 days advanced notice of the meeting
  - If the in-person meeting is scheduled inside 21 days, you must notify the Company within 24 hours of any meeting.
  - No meeting can be scheduled with less than 5 days advanced notice to the Company.

#### Telephone conference

- 5 days advanced notice of any conference call
  - If the conference call is scheduled inside 5 days, you must notify the Company within 24 hours of scheduling the call.
  - No call can take place with less than 24 hours’ notice.

The following information must be provided:

- Your name and account number.
- The date, time and location of the meeting or conference call.
- The date, time, telephone number and password (access code) needed to access the call.

You may notify the Company of the meeting/conference call by either:

- emailing the requested information to [lec-meetings@mannatech.com](mailto:lec-meetings@mannatech.com);
- faxing the requested information to 972.471.5619; or
- mailing the requested information to: Mannatech, Incorporated, Attn: Legal Department, 600 S. Royal Lane, Suite 200, Coppel, TX 75019.

### 2. ASSOCIATE PRODUCED PROMOTIONAL MATERIALS

If you personally offer for sale or receive (directly or indirectly )any compensation from any promotional materials that are NOT produced by the Company (including books, brochures, CDs, DVDs, or other forms of communication mediums) related to promoting the Company’s products or the business opportunity or glyconutrients, you must file the promotion materials with the Company).

You must notify the Company within 30 days of the first distribution. Provide your name, Associate account number, the newly created third-party promotional material (CD/DVD must include transcripts in a Word or PDF format), the title, author and date of first distribution to the Company by:

- emailing the requested information and [lec-materials@mannatech.com](mailto:lec-materials@mannatech.com);
- faxing the requested information to 972.471.5619; or
- mailing a copy of said materials to: Mannatech, Incorporated Attn: Legal Department 600 S. Royal Lane, Suite 200 Coppell, TX 75019

### **3. REGISTRATION PROCESS FOR WEBSITES, BLOG AND OTHER ELECTRONIC MEDIA**

Each Associate must register each independent website, blog or other electronic medium created by/for the Associate to support their Mannatech business within ten (10) business days of the creation of the site. Promptly:

- email your name, account number, URL of the site and any passwords necessary to fully access the site to [lec-registration@mannatech.com](mailto:lec-registration@mannatech.com)
- fax the requested information to 972.471.5619; or
- mail the requested information to: Mannatech, Incorporated, Attn: Legal Department, 600 S. Royal Lane, Suite 200, Coppell, Texas 75019

Note: You are prohibited from making direct, indirect, or implied medical or other claims regarding the prevention, treatment, cure or mitigation of any disease from the use of Mannatech products (“Disease Claim Violation”).

If the Compliance Committee determines that a Disease Claim Violation has been made, the Associate shall be terminated for a minimum of two years.

We thank you in advance for your compliance with these procedures which are outlined in detail in the Associate Policies and Procedures for your review.