

Memorandum



Metropolitan Transportation Authority

State of New York

Date November 16, 2011

To Suppliers of Goods and Services to the Authority

From Lamond W. Kears, Chief Compliance Officer

A handwritten signature in black ink, appearing to read "LW Kears".

Re Reminder – MTA Gift Policy

As the holiday season approaches we wish to express our sincere appreciation to all of you who have assisted us in our commitment to provide excellent service to our customers.

The holiday season is also the occasion to remind each of you that the MTA has a Code of Ethics which strictly prohibits our employees or members of their families from soliciting or accepting gifts or favors, of any kind, not only during this holiday season but at any time during the year. In addition, our Vendor Code of Ethics prohibits you from offering gifts to our employees or members of their family.

We trust that you will honor our ethical standards with the assurance that your cooperation will be appreciated. If you have any questions regarding our Code of Ethics or Vendor Code of Ethics and how it pertains to you, please call me at 646-252-1329.

Best wishes for the holiday season.