

THIRD-PARTY ORDER FACILITATION POLICY FOR NON-TECHNOLOGY CUSTOMERS

Purpose

This policy outlines the procedures and responsibilities for **Sponsoring Brand Partners** who facilitate purchases for Non-Technology Brand Partners/Customers, including Amish individuals and Brand Partners who cannot or choose not to use digital platforms or credit-based transactions. The intent is to ensure cultural sensitivity, financial accountability, and strict compliance with company standards.

Risk Disclosure

Facilitating purchases for **Non-Technology Brand Partners and Customers** carries an increased risk of **regulatory scrutiny**, particularly regarding informed consent, financial transactions, and documentation. Sponsoring Brand Partners must recognize that regulators may question the validity of agreements signed on behalf of Non-Technology Brand Partners and Customers, review reimbursement and payment practices, and examine whether proper safeguards are in place. Any misuse or deviation from this process could expose both the Brand Partner and the company to **consumer protection, financial, or reputational risks**. By participating, Sponsoring Brand Partners accept these heightened obligations and agree to **random audits and strict adherence** to company Policies and Procedures.

1. Definitions

- **Facilitated Order:** An order placed by a Sponsoring Brand Partner on behalf of a Non-Technology Brand Partner/Customer using the Non-Technology Brand Partner/Customer's e-commerce account or an approved customer account.
- **Reimbursement:** A cash, check, or alternative payment made by the Non-Technology Brand Partner/Customer to the Sponsoring Brand Partner, or direct payment processed via an approved Credit Card Authorization Form.
- **Non-Technology Brand Partner/Customer:** A Non-Technology individual who has requested product(s) and/or the ability to participate in the LifeWave Opportunity but is unable to place an e-commerce order directly.
- **Sponsoring Brand Partner:** A LifeWave Brand Partner in good standing with the Company who has been approved to enter into this Agreement and facilitate orders on behalf of Non-Technology Brand Partners/Customers.
- **Credit Card Authorization Form:** A company-approved authorization form, completed and updated annually, permitting a Sponsoring Brand Partner to process product purchases on behalf of a Non-Technology Brand Partner/Customer.

- **eWallet Facilitation:** A process in which a Sponsoring Brand Partner assists a Non-Technology Brand Partner/Customer in establishing an eWallet account so that commissions or rebates may be directed to the Non-Technology Brand Partner/Customer's personal bank account.

2. Eligibility

- Only Sponsoring Brand Partners in good standing may facilitate orders.
- Sponsoring Brand Partners must complete company-approved training on this policy and submit a signed Acknowledgment to engage in third-party facilitation.

3. Pre-Order Requirements

The Sponsoring Brand Partner must obtain a written paper order from the Non-Technology Brand Partner/Customer, signed or initialed, listing:

- Product(s) requested
- Quantity
- Total cost
- Agreed reimbursement or payment method

Additional requirements:

- A completed and current Credit Card Authorization Form must be on file before processing orders. This form must be updated annually.
- If an eWallet account is established, it must be connected only to the Non-Technology Brand Partner/Customer's personal bank account, and not to the Sponsoring Brand Partner's personal or business accounts.
- A copy of all order documentation must be retained by the Sponsoring Brand Partner for 12 months and made available upon request by the Company.

4. Account Setup and Order Placement

- A Sponsoring Brand Partner may assist a Non-Technology Brand Partner/Customer in establishing a company account, with the Non-Technology Brand Partner/Customer's consent, for order tracking and record-keeping purposes.
- Orders must be placed through the Sponsoring Brand Partner's back office or an approved customer-facing e-commerce site.
- The Sponsoring Brand Partner must not impersonate a customer or create accounts without explicit consent.
- All Credit Card Authorization Forms must be submitted and verified prior to order processing.
- Orders must be shipped directly to the Non-Technology Brand Partner/Customer or to an agreed-upon local pickup point (e.g., Amish store, bulk food depot).

5. Payment & Reimbursement

- Sponsoring Brand Partners may not markup product prices or charge additional service fees.
- Reimbursement or payment must be collected pursuant to the agreement between the Sponsoring Brand Partner and the Non-Technology Brand Partner/Customer. LifeWave will not be responsible for collecting any reimbursement.
- The Sponsoring Brand Partner assumes full responsibility for collecting reimbursement. The Company is not liable for uncollected payments.
- If using an eWallet, all funds must be directed solely to the Non-Technology Brand Partner/Customer's personal bank account.

6. Prohibited Practices

Sponsoring Brand Partners may not:

- Place recurring orders without express consent from the Non-Technology Brand Partner/Customer.
- Pressure or coerce Non-Technology Brand Partners/Customers to purchase or reimburse.
- Use this method to meet volume requirements or manipulate compensation structures.
- Facilitate orders for Non-Technology Brand Partners/Customers without completing required documentation or, where applicable, obtaining prior company approval.
- Direct eWallet funds to any account other than the Non-Technology Brand Partner/Customer's personal bank account.

7. Audit & Compliance

- The Company reserves the right to audit Facilitated Orders conducted on behalf of Non-Technology Brand Partners/Customers at any time.
- Sponsoring Brand Partners must cooperate with audits and provide written documentation within 10 business days.
- Non-compliance may result in disciplinary action, including loss of commissions, suspension, or termination of Brand Partner status.

8. Cultural Sensitivity

Sponsoring Brand Partners are expected to:

- Conduct business with respect, patience, and cultural awareness.
- Avoid technological, religious, or financial pressure.
- Report any community concerns or complaints to the Company immediately.

9. Policy Updates

- This policy may be revised at the discretion of the Company. All active Sponsoring Brand Partners will be notified of updates in writing.

Acknowledgment

By signing below, I acknowledge that I have read and understand the Third-Party Order Facilitation Policy for Non-Technology Brand Partners and Customers and agree to comply with its terms.

Sponsoring Brand Partner Name _____

Sponsoring Brand Partner ID _____

Signature _____

Date _____