


ORACLE

*Employee
Handbook*

 Printed on Recycled Paper

Oracle Employees

Oracle employees are the single most important resource of the Company. Without the focused efforts of our unparalleled, Company-wide team of outstanding performers Oracle could not have achieved so many successes. As an Oracle employee, you are part of a unique group with whom you share intelligence, drive, dedication, and a commitment to quality and customer satisfaction.

POLICIES AND PRACTICES

Oracle employees pride themselves on their individual capabilities and resourcefulness in realizing even the most difficult objectives. To encourage individual initiative and action, we strive to minimize the number and scope of Company policies.

The policies and practices set forth in this Handbook apply to all U.S. employees of Oracle Corporation. These policies and practices are not contracts and no contract is implied. If a policy or practice in this Handbook is found to conflict with any local, state, or federal law, then that law will take precedence over Oracle's policy or practice in the area affected.

FUTURE DIRECTIONS

These policies and practices are valid as of December 1, 1991. Naturally, they are subject to change and will evolve over time as the needs and objectives of the Company change. As you read and refer to this Employee Handbook, we expect that you will have ideas and suggestions. We welcome your comments by telephone, e-mail note, letter, or even marked on a copy of pages from your Handbook.

The single most important resource of the Company

EMPLOYMENT-AT-WILL

Either you or Oracle may terminate your employment relationship at any time for any reason. No one at Oracle may make, unless specifically authorized in writing by the Board of Directors, any promise, express or implied, that employment is for any minimum or fixed term or that cause is required for termination of the employment relationship. This particular policy is not subject to change.

QUESTIONS

Please contact Human Resources at e-mail userid HRINFO or the Human Resources Hotline with your comments, suggestions, and questions.

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Congratulations on becoming an Oracle employee! We take pride in the high quality of our employees and are pleased to have you as a member of the Oracle team.

ORACLE CULTURE

Setting the bar high

Oracle employees typically set extremely high goals for themselves and then seek to exceed those goals. Our corporate history of achievement is a tribute to each Oracle employee's willingness and ability to do so.

Teamwork and meeting commitments

Working together as a team with a common purpose and depending upon our teammates is essential to our continued success. Consequently, we make and take our commitments seriously. As a new Oracle employee, you need to consider each commitment you make carefully and, once made, focus all your energies on meeting that commitment. Your management and peers are teammates who can often help you if you ask. Only by working together can we achieve our greatest potential.

Respecting one another

Personal growth and rewards are your goals and our goals for you. But accomplishments and rewards are sweetest when earned in a positive, friendly, and supportive environment. We encourage you to thank those who help you and to respect the needs of your teammates and applaud their successes.

OUR TREATMENT OF YOU

For all employees, we encourage fair and equitable treatment, leadership and guidance, feedback on performance, career counseling, formal training, and job mobility within the Company.

OUR OBJECTIVES

Fair and equitable treatment

We encourage fair and equitable treatment in conformance with our Affirmative Action and Equal Employment Opportunity policies. Additionally, you should be treated cheerfully, respectfully, and courteously.

Leadership and guidance

We encourage you to have a pre-scheduled, regular one-on-one meeting with your manager. If you are not having regular one-on-one meetings, contact your manager's manager to arrange a one-on-one meeting.

Feedback on your performance

We encourage you to solicit regular feedback on your performance. You and your manager should discuss your work methods, progress, and results so that you can receive guidance on improving your productivity.

Career counseling

We encourage you to seek career counseling. During your one-on-one meetings or as a part of your performance evaluation, you and your manager should discuss your career objectives to determine strategies to help you attain your objectives.

Formal training

We encourage you to obtain a minimum of one week of formal training each fiscal year. You and your manager should agree upon a schedule and the type of training best suited to helping you attain your career objectives. You can obtain formal training in internal training programs or external training paid for by the Company.

Job mobility

We encourage you to move from one job to another for which you are qualified through transfers or promotions as you build a career at Oracle. We realize that it is

in our interest to let you learn and expand your capabilities by working in different jobs within the Company. Your moving into a position that more closely meets your evolving skills and interests, in which you can make your greatest and most enthusiastic contribution, is an obvious benefit to both you and our Company.

QUESTIONS

Contact your manager for more information.

OUR BUSINESS ETHICS

We want to maintain and work in an environment of mutual respect according to the highest ethical standards. Consequently, we have set standards that we expect you to live up to in your relationships with other Oracle employees, our customers, suppliers, stockholders, the press, and government officials.

PRACTICE

Treating others respectfully

We expect you to treat Oracle employees, customers, suppliers, stockholders, the press, government officials, and everyone else with whom you interact in your work with courtesy and respect.

Protecting confidential information

As a byproduct of serving our customers, you may become aware of confidential customer information. Additionally, you may know non-public Oracle information such as unannounced financial results or sales levels within part of the Company. Disclosure of such information may harm the Company and can place you in violation of securities laws.

When you joined Oracle, you agreed not to disclose confidential information and signed a Proprietary Information Agreement. The obligations contained in your Proprietary Information Agreement continue throughout your employment and after you leave.

While employed at Oracle you may gain special technical knowledge or be entrusted with limited access to certain internal or external computer systems or accounts. We expect you to exercise good judgement and to use your technical skills and the access you have been granted only to the extent necessary for your job. You should not access accounts or systems which you are not authorized to enter nor should you aid others in doing so. Using any special access you have been granted for malicious or capricious access to business or employee personal information is expressly prohibited.

We expect that you will not disclose confidential information.

Giving gifts

We recognize that accepted business practice and common courtesy sometimes require that entertainment, favors, and small gifts be extended to prospects and

customers. Our Travel and Entertainment policy defines the circumstances for which we reimburse you for such expenses. Beyond this, you may not offer or give commissions, gratuities, or other payments, either openly or secretly, to prospects, customers, or government officials.

In many cases, federal, state, local, and foreign laws and company rules exist concerning gifts. Oracle is bound to comply with those rules, by contract in many cases, and with all laws. It is your responsibility to avoid violating these laws and rules.

Moreover, we expect that you will not offer or give secret commissions, hidden gratuities, or confidential payments to third parties who might influence prospects, customers, or government officials.

Accepting gifts

We expect that you and members of your family will not accept gifts, payments, favors, special considerations, discounts, or entertainment from customers, prospects, or suppliers beyond the common courtesies of accepted business practices.

Abiding by the law

The policy of the Company is to abide by all applicable laws and government regulations, and we expect you to do the same. Explanation of laws and government regulations related to the Company's business may be obtained from the Legal Department.

If you have been asked to engage in conduct which you believe violates any law or regulation (or is otherwise improper), or if you observe other employees engaged in such conduct, you should immediately notify the General Counsel. Disclosures will be treated confidentially to the extent possible, and appropriate corrective action shall be taken to ensure compliance with the applicable law or government regulation. No adverse action shall be taken against you as a result of any such disclosure.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO or the Legal Department at e-mail userid LEGAL for more information.

INSIDER TRADING

We expect you to comply with federal and state securities laws and regulations forbidding trading in securities based on inside information and to comply with the guidelines set forth below when trading in Oracle securities.

PRACTICE

Legal requirements

Federal and state securities laws and regulations forbid trading in securities based on inside information. You expose yourself and Oracle to civil and criminal liability if you (including members of your immediate family) trade in securities, including Oracle securities and those of other companies, while you possess inside information gained through your work at Oracle, or if you provide others with inside information for their use in securities trading. Individuals can be liable for civil penalties of up to three times the gain in any trade (including profits made and losses avoided) as well as criminal fines of up to one million dollars and prison terms of up to ten years.

"Inside information" is information that is not available to the general public and that could affect an investor's decisions about buying or selling the securities. Such information may be both positive and negative and may include, but is not limited to, information concerning earnings (e.g. revenues, operating profits, as well as net income and earnings per share), a proposed merger or acquisition, significant financing transactions, changes in financial circumstances such as significant write-offs, a major new product or service, an important new contract, an intended offering of securities, potential litigation or other legal proceedings, or a significant change in the status of litigation or proceedings.

"Trading" includes the purchase, sale, or exercise of options in securities.

"Securities" includes common stock, employee stock options, and CBOE (The Chicago Board Options Exchange) options.

Trading on inside information can even include making a single purchase or sale, or engaging in or facilitating a pattern of transactions which might appear to take advantage of inside information possessed by others at Oracle. You need not actually use or rely on inside information, but simply possess it at the time of the trade, to be considered trading on inside information. Also, the number of shares or the dollar amounts involved need not be large. In addition, you need not hold the securities directly to be considered trading on inside information. It is enough that the securities are beneficially owned or controlled by or for you through family members, partnerships, trusts, or other such entities.

General guidelines

You should keep inside information confidential at all times and should not "tip" inside information to anyone. You should be particularly careful about communicating any information about Oracle to brokers and others involved in trading Oracle securities.

If you are aware of inside information, you should not trade in Oracle securities and you should hold the inside information confidential until Oracle has disclosed it to the general public through a press release, the press has circulated it, and investors have had time to evaluate it. Generally, you should refrain from trading from the time you become aware of the inside information until two full trading days after Oracle has issued a press release disclosing the information. For example, if Oracle issues its press release on Thursday, you should refrain from trading until the following Tuesday.

"No trading" periods

If you have access to earnings and revenue information, you should refrain from trading in Oracle securities during the following period of time: from the first day of the last month of each quarter until two full trading days after Oracle releases its earnings report for that quarter. For example, if Oracle issues a press release announcing earnings at close of market on Tuesday, you should continue to refrain from trading until the market opens on Friday.

Officers and directors

Officers and directors are subject to additional restrictions as described in the Oracle Financial Policies manual.

Speculative transactions

We strongly discourage you from engaging in speculative transactions in Oracle securities, such as short sales, puts, calls, straddles, or similar transactions. In most instances, such transactions provide none of the benefits of traditional stock ownership, and, in the case of "short sales," represent a wager against Oracle's success. For these reasons, we request that you refrain from any short sale or from any purchase or sale of any put, call, straddle, or other publicly traded option in Oracle securities. This policy does not apply to the exercise of any employee stock options granted by Oracle.

QUESTIONS

Contact Investor Relations at e-mail userid INVESTOR for more information.

PERSONAL INFORMATION

We collect and maintain personal and job-related information about our employees. We hold this information in confidence and reveal it only to those managers and external agencies with a verifiable need to know if we receive your prior written approval or if we are legally required to release the information.

PRACTICE

Release of personal information to employees

Human Resources regularly updates lists of employee home addresses and telephone numbers in the Oracle Bulletin Board. Any employee can access this information should the need arise to contact you at home. When you start work, you tell us whether or not you want this information available to other employees. Let us know if you change your mind.

Employment verification requests

Human Resources cannot release any information about you to external agents without your written consent, except as required by law. Requestors can obtain verification of your employment by sending a letter or facsimile to Human Resources at headquarters. These requests need to be accompanied by your signed release authorizing Human Resources to verify your employment. If you would like to authorize the release of information over the telephone, please contact Human Resources at e-mail userid HRINFO before these agents contact Oracle.

Past employment verification requests

Human Resources cannot release any information regarding past employment to external agents without your written consent, except as required by law. With your written consent, we will verify dates of employment, last position held, and final annual salary. Forward your authorization to Human Resources. Requestors can obtain verification of your employment, with your approval, by sending a letter or facsimile to Human Resources.

Changes in personal information

If your address, telephone number, name, or other personal information changes, notify Human Resources by telephone or at e-mail userid HRINFO. It is your manager's responsibility to notify Human Resources of approved changes to job-related information such as job title, cost center, or salary. You may initiate such

changes by sending an e-mail note for your manager to pass on to HRINFO with the appropriate approvals.

QUESTIONS

Contact Human Resources at e-mail userid@HRINFO for more information.

EQUAL EMPLOYMENT OPPORTUNITY

Oracle is an equal opportunity employer. We believe in treating each employee and applicant for employment fairly and with dignity. We take personnel action on the basis of merit, experience, and potential, without regard to race, color, national origin, sex, marital status, age, religion, disability, sexual orientation, or Vietnam Era veteran status.

Our policy applies to all phases of the employment relationship. Managers are responsible for implementing this policy within their areas of responsibility.

PRACTICE

Oracle's philosophy

We base our Equal Employment Opportunity policy on our philosophy that our employees and applicants for employment must be treated equitably. We do not believe in discriminating based on personal preference or physical characteristics. Experience continues to confirm our belief that it is a good business practice to have personnel policies and practices with a strong commitment to equal employment opportunity.

Reporting incidents

Report any incidents of possible discrimination to Human Resources. Human Resources keeps such reports as confidential as possible and investigates them.

QUESTIONS

Contact your manager or Human Resources at e-mail userid HRINFO for more information.

AFFIRMATIVE ACTION

The Company operates its own affirmative action program which demonstrates a good faith effort to balance internal representation of "protected classes" to reflect their availability in the external work force.

We have pledged our unequivocal support of the goals of this program.

Our policy applies to all phases of the employment relationship. Managers are responsible for implementing this policy within their areas of responsibility.

PRACTICE

What is affirmative action?

Under affirmative action, we make a good faith effort to increase the number of qualified members of protected classes in the pool of applicants we consider for a position.

What is a "protected class"?

A protected class is a group of people given certain protections under laws governing equal employment opportunity. Current classes include women, Blacks, Hispanics, Asians, American Natives, disabled persons, and veterans of the Vietnam era.

Oracle's program

We have pledged our unequivocal support of the goals of this program, and provide the necessary support for the complete and effective implementation of our affirmative action plans. We work actively to communicate the purpose of these plans, to assist managers in correcting under-representations of protected classes in the Company, and to create a climate of acceptance and understanding throughout Oracle.

Human Resources has our affirmative action plans on file, and provides information on these plans as legally required to employees, customers, and governmental agencies. You can review these plans by appointment during normal business hours. Contact the Equal Employment Opportunity Officer in Human Resources to set up an appointment.

QUESTIONS

Contact your manager or Human Resources at e-mail userid@HRINFO for more information.

HARASSMENT

Oracle does not allow harassment of any kind of any employee or applicant for employment. Our policy applies to all phases of the employment relationship. Managers are responsible for implementing this policy within their areas of responsibility.

PRACTICE

What is harassment?

Unlawful harassment may take many forms, including verbal, visual, or physical conduct that creates an unreasonable, hostile, or intimidating work environment. Harassment also includes any threats or demands to an employee or applicant that such individual submit to sexual requests in order to obtain or keep a job, or to avoid any negative effect or obtain a positive effect on an individual's employment with Oracle.

Reporting incidents

Report any incidents of possible harassment to Human Resources whether you are subjected to or witness such behavior. Human Resources maintains the confidentiality of such reports to the extent possible.

Investigation and appropriate action

Oracle acts promptly to investigate any allegations of harassment and, where the Company determines that harassment has occurred, takes appropriate remedial action to correct the problem and to prevent any recurrence. Remedial action may include discipline, up to termination, of any individual who engages in harassment.

QUESTIONS

Contact your manager or Human Resources at e-mail userid HRINFO for more information.

EMPLOYMENT ELIGIBILITY

We are required by law to hire only United States citizens and those non-citizens authorized to work in the U.S. By law we must verify the identity and employment eligibility of each new employee and retain a completed federal government Form I-9 verifying this on file.

PRACTICE

Obtaining your Form I-9

You receive your Form I-9 in your offer letter packet.

Completing Form I-9

Accurately complete your Form I-9 and submit it to either Human Resources or your manager within three working days of your start of employment or you are ineligible to continue working for Oracle.

Verifying your identity and employment eligibility

Ask any Oracle manager, Administrative Assistant, or Human Resources employee to physically review your identity and work eligibility documents and sign your Form I-9 before submitting it to Human Resources for filing.

Filing Form I-9

Human Resources keeps your Form I-9 on file. From time to time we may be audited for compliance with immigration laws by the Department of Labor or other government agencies.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

FULL TIME EMPLOYMENT

You are a full time regular employee if you regularly work at least 30 hours per week, although the average full time regular Oracle employee works far in excess of this.

PRACTICE

These procedures apply to Oracle employees who regularly work at any Company location. Vendors, independent contractors, agency temporaries, and contract service employees are not considered Oracle employees.

Payroll

We pay you a standard payroll check semimonthly less applicable deductions including federal, state, and local income and payroll tax withholdings.

Benefits

Full time regular employees are eligible for the complete Oracle benefits program.

Documentation

As a condition of full time regular employment, you sign the following documents:

- Mutual "at will" offer letter and employment agreement
- Proprietary Information Agreement
- Employment Eligibility Verification (Form I-9)
- Employee's Withholding Allowance Certificate (Form W-4)
- Personal information sheets.

Human Resources provides you these documents.

QUESTIONS

Contact Human Resources at e-mail userid:HRINFO for more information.

PART TIME EMPLOYMENT

You are a part time regular employee if you are scheduled to regularly work fewer than 30 hours per week.

PRACTICE

If you are hired as a part time regular employee, you may not regularly work 30 or more hours a week. You must apply for full time regular employee status to work 30 or more hours a week.

Payroll

We pay you a standard payroll check semimonthly less applicable deductions including federal, state, and local income and payroll tax withholdings.

Benefits

We pay you for scheduled Oracle holidays, if you work at least six hours daily on the three work days before and three work days after the holiday.

If you regularly work 20 hours or more per week, you are eligible to participate in the Employee Stock Purchase Plan. If you were a full time regular employee with stock options prior to going on part time status, the vesting of your options is tolled until such time as you may return as a full time regular employee.

You are eligible to participate in Oracle's 401(k) Savings and Investment Plan.

You are eligible for workers' compensation insurance.

We do not provide you any other benefits or time off.

Documentation

As a condition of part time regular employment, you sign the following documents:

- Mutual "at will" offer letter and employment agreement
- Proprietary Information Agreement
- Employment Eligibility Verification (Form I-9)
- Employee's Withholding Allowance Certificate (Form W-4)
- Personal information sheets.

Human Resources provides you these documents.

QUESTIONS

Contact Human Resources at e-mail userid@HRINFO for more information.

TEMPORARY EMPLOYMENT

You are a temporary employee if we hire you with a planned limit to the length of your employment. Temporary employees are generally summer hires, student interns, and those hired to complete a specific project.

PRACTICE

Payroll

We pay you a standard payroll check semimonthly less applicable deductions including federal, state, and local income and payroll tax withholdings.

Benefits

If you are a temporary employee scheduled to work at least 30 hours per week, we pay you for a scheduled Oracle holiday, if you work at least eight hours daily on the three work days before and three work days after the holiday.

If you regularly work 20 hours or more per week and five or more months per calendar year, you are eligible to participate in the Employee Stock Purchase Plan. If you were a full time regular employee with stock options prior to going on temporary status, the vesting of your options is tolled until you return as a full time regular employee.

You are eligible for workers' compensation insurance.

We do not provide you any other benefits or time off.

Documentation

As a condition of temporary employment, you sign the following documents:

- Proprietary Information Agreement
- Employment Eligibility Verification (Form I-9)
- Employee's Withholding Allowance Certificate (Form W-4)
- Personal information sheets.

Human Resources provides you these documents.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

As permitted by law, we hire people who are not United States citizens or permanent residents. Foreign nationals who are not permanent U.S. residents are required to have permission from the Immigration and Naturalization Service (INS) before starting work for Oracle.

PRACTICE

Starting work

You may start work once you have a work visa. If you have a Practical Training Visa, you may begin work immediately; otherwise you must wait until you receive an appropriate visa.

Obtaining a visa

Your manager can assist in obtaining a work visa for you in appropriate circumstances. However, it is your responsibility to initiate and manage your visa process. The process usually takes at least six weeks. Oracle generally pays routine and necessary legal fees in connection with obtaining a visa.

Obtaining permanent residency

You must wait at least six months from the start of your employment before you can apply for Labor Certification. After six months of employment with Oracle, express your interest in obtaining permanent residency to your manager. Your manager then contacts Human Resources to initiate the process.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

NON-ORACLE EMPLOYMENT

We strongly discourage you from seeking additional employment outside of Oracle.

Before you accept outside employment, review the Proprietary Information Agreement that you signed when you joined Oracle. Be certain that you will be able to uphold your responsibilities to Oracle throughout your additional employment; otherwise you should not accept such employment.

PRACTICE

Evaluating outside employment

Avoid situations that might lead to absenteeism, tardiness, poor job performance, or inability to undertake work which may require overtime. We also strongly advise you not to accept employment that might result in a conflict of interest, such as working for one of the Company's customers, sub-contractors, or vendors. You may not accept employment from and begin working with a competitor while working at Oracle.

Reporting employment

If you do accept outside employment, inform your manager so that you may work together to reduce potential conflicts between your jobs.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

OPEN DOOR POLICY

We believe your manager should address your ideas, problems, and concerns promptly, courteously, and fairly. We encourage you to speak openly with your manager to both prevent and quickly resolve difficulties.

PRACTICE

Open doors

All employees and all levels of management are available to discuss your concerns. If you feel your problem or idea warrants upper management review, do not hesitate to bring it to their attention.

Open discussion

You should feel free to candidly discuss complaints and concerns with your manager. Generally, thorough discussion of issues satisfactorily resolves job-related problems.

Further consideration

A Human Resources Manager is available to offer information and advice if your concerns are not resolved in open discussion with your manager and with your manager's manager.

QUESTIONS

Contact your manager or Human Resources at e-mail userid HRINFO for more information.

THE OPEN DOOR POLICY

The Open Door Policy was a United States policy in the early 20th century that aimed to ensure equal trading rights for all nations in China and to prevent any one power from dominating the country.

The policy was first articulated in 1899 by Secretary of State John Hay in a series of notes to the major powers in East Asia, including Great Britain, Germany, France, Italy, Japan, and Russia.

The main goals of the Open Door Policy were to maintain the territorial and administrative integrity of China, to ensure that all nations had equal access to Chinese markets, and to prevent the partitioning of China into spheres of influence.

The policy was a response to the growing power of Japan and the other imperial powers in the region, who were seeking to expand their influence and control over China.

The Open Door Policy was a key element of American foreign policy in the early 20th century, and it played a significant role in shaping the relationship between the United States and China.

The policy was eventually replaced by the New Deal's Four Big Policies, which included the Open Door Policy, the Dollar Diplomacy, the Moral Diplomacy, and the Good Neighbor Policy.

The Open Door Policy was a significant achievement of American foreign policy, and it helped to establish the United States as a major power in the world.

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OUR FUTURE

THE FUTURE IS NOW

Our future is now. It is not a distant dream, but a reality we must shape today. We must embrace change, embrace innovation, and embrace the challenges that lie ahead. We must work together, for we are all in this together. We must be bold, we must be brave, and we must be true to our values. We must be the change we wish to see in the world. We must be the light in the darkness, the hope in the despair, and the love in the hate. We must be the best that we can be, for that is the only way to ensure a bright future for all.

We provide a high quality physical work environment in all Oracle field and headquarters offices.

PRACTICE

These procedures apply to all headquarters offices. Consult your Office Manager for local field office procedures.

Facility assistance

We assign a Facility Manager to each headquarters building. This individual coordinates all physical workplace and building services such as maintenance, janitorial, building environment, and copier and facsimile service. Contact your Facility Manager if you need any assistance in these areas. You may reach your Facility Manager by telephone, or you may send an e-mail note to the userid FACILITY. If your request addresses lighting or temperature concerns, expedite your service request by sending an e-mail note to the userid PROPMGR directly. In an emergency, contact the reception staff, who can page the Facility Manager for you.

Office space usage and relocations

The Facility Manager coordinates all office space usage. Work through the Facility Manager when relocating or expanding your office space.

Orientation and training

The Facility Manager can arrange basic training on facsimile, copier, or other standard equipment at your request.

Restaurants

We manage the restaurants at headquarters, which are operated by our contractor, Bon Appetit. You may submit questions or comments by telephoning any of the cafes, or by sending an e-mail note to the userid BAPPETIT. Hours of operations are posted at each cafe.

Catering

Catering is handled by our restaurants at headquarters. Contact any of them by telephone, or submit your requests to e-mail userid BAPPETIT at least 48 hours in advance of your function. For catering at headquarters use only Bon Appetit.

Fitness Center

We manage the Fitness Center for your enjoyment whether you are assigned to a headquarters location or use it whenever you are visiting.

Piano

We maintain a Steinway grand piano in the lobby of OP300 for your use.

QUESTIONS

Contact Facilities at e-mail userid FACILITY for more information.

Due to our concern for your safety and for the security of employee and corporate property, we limit vendor and visitor access within the Company. We also provide a security guard service for your personal safety. In addition, Security assists you in emergency situations, in reporting incidents, and in resolving lost and found issues.

PRACTICE

These procedures apply to all headquarters offices. Consult your Office Manager for local field office procedures.

Non-business hours

Each headquarters building has card key access. Contact e-mail userid BADGE to obtain your electronic card key after you begin work. You use your card to gain entry to our offices during non-business hours. Your card works for designated security doors, and instructions for opening each door are posted near the access panel. Do not prop doors open or hold doors open after hours for people you do not know. Note posted warnings about using doors that activate audible alarms.

Do not lend your card key to anyone. If you misplace your card key, contact Security at e-mail userid SECURITY or the Security Hotline at once to obtain a new card key and deactivate your old one. You are to return your card key to your manager, Security, or Human Resources when your Oracle employment ends.

Guard service

Security officers are on duty 24 hours a day at the headquarters facilities to assist employees. During random inspections of the facilities by officers, you may be required to identify yourself.

Personal safety

Exercise caution outside all of our buildings, both field and headquarters, during non-business hours. Do not hesitate to ask security personnel to escort you to your car or other headquarters building destinations.

Lost or missing items

You are responsible for your personal property on all Company premises. We do not reimburse you in the event of theft, loss, or destruction of your personal property. For lost and found questions, contact Security.

Emergencies

The Oracle Corporate Telephone Directory contains emergency phone numbers, and additional emergency information is posted in Company mail locations.

Reporting incidents

In case of loss, injury, or other incident, notify Facilities or Security immediately for help completing an Incident Report.

Borrowing Company equipment

When you leave Oracle premises with Company equipment, be sure to sign it out at the front desk.

QUESTIONS

Contact Facilities at e-mail userid FACILITY or Security at e-mail userid SECURITY for more information.

We provide parking where practical for the convenience of employees and visitors.

PRACTICE

These procedures apply wherever Oracle provides parking.

Where to park

Park in the parking lot specified for your office. Park in a handicapped or reserved parking spot only if you are designated to do so. Keep parking spaces designated for visitors open for them.

Illegally parked vehicles

If you park in front of red curbs or fire plugs, or in a handicapped parking space without displaying an official handicapped parking sticker, you are illegally parked, and may be towed or ticketed by the local police or fire department.

Your responsibility

You are responsible for your own car. We do not reimburse you in the event of loss, theft, or damage to vehicles parked or operated on the building premises, or for vehicles towed or ticketed for illegal parking. Observe speed limits and stop signs at all Oracle facilities.

Damage reports

If loss, theft, or damage occurs to your car while it is on the building premises, file an Incident Report with Facilities.

QUESTIONS

Contact Facilities at e-mail userid.FACILITY for more information.

You may not smoke in any Oracle facility.

PRACTICE

We want to help you stop smoking

We reimburse you for the reasonable cost of completing a program which will help you stop smoking. Send your program's bill directly to Human Resources for reimbursement.

Field offices and headquarters

Non-smoking procedures apply to our field offices as well as headquarters. Managers in charge of each field office are responsible for enforcing this policy and may designate limited smoking areas outside of the offices.

QUESTIONS

Contact Facilities at e-mail userid FACILITY or Human Resources at e-mail userid HRINFO for more information.

DRUG-FREE WORKPLACE

We are vitally concerned about your good health and well-being. Human Resources is available to help if you or a fellow employee requires assistance or counseling concerning substance abuse.

PRACTICE

Federal requirements

The Drug-Free Workplace Act of 1988 requires us to provide a drug-free workplace in order to remain qualified to participate in our federal government contracts. The manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. In accordance with federal requirements, you may be disciplined or terminated if you violate this prohibition.

As a condition of employment, we require you to do the following:

- Comply with the terms of this drug-free workplace policy requiring that you do not manufacture, distribute, dispense, possess, or use illegal drugs in the workplace
- Notify the Director of Human Resources if you are convicted of violating any criminal drug statute and the violation occurred in the workplace; you must notify us no later than five days after conviction.

Alcohol consumption on Company premises or on Company business

We are against the excessive consumption of alcohol. We expect you to exercise good judgement at all times.

Employee assistance

We offer coverage through our medical plan for treatment of substance abuse. Contact Human Resources for assistance in identifying treatment programs. Human Resources will keep your request strictly confidential.

QUESTIONS

Contact Human Resources at e-mail userid@HRINFO for more information.

ORACLE FITNESS CENTER

We are concerned about your good health and well-being and encourage you to keep fit with workouts at the Oracle Fitness Center. Open daily, the center features aerobics, weight room, indoor basketball court, sand volleyball court, heated 25-meter lap pool, and more. The center also includes a large screen television, lounge area, and snack bar.

PRACTICE

Facilities manages the Fitness Center at headquarters which is operated by Reach.

Who may use the Oracle Fitness Center?

The Oracle Fitness Center is available to all regular Company employees, their guests, and sponsored independent contractors. Guests' hours are limited to allow greater access to employees.

Oracle employees

Oracle employees may use the Fitness Center free of charge. Employees receive training on workout equipment, may use overnight lockers when available, and may participate in fitness assessments.

Guests of Oracle employees

An Oracle employee may sponsor up to two monthly guests who are immediate family members or friends living at the same address. These guests may use the Fitness Center during guest hours for a monthly fee per guest pass. The employee is to accompany his or her guest(s) for the first visit, and is required to responsor the guest(s) monthly.

An Oracle employee may sponsor up to two daily guests for a fee per guest per visit during guest hours. Daily guests are to be accompanied by their employee sponsor at all times. An employee may have a maximum of two daily guests and two monthly guests present at the Fitness Center at any one time. Daily guest passes are intended for employee spouse, family, and friend use.

The center is for Oracle employees and guests only. The sale of guest pass privileges or the sponsorship of outsiders for profit is deemed a theft of services.

Sponsoring meetings at the Oracle Fitness Center

Any Oracle employee may sponsor meetings or events at the Fitness Center, subject to a use fee. The employee schedules events or meetings with the Fitness Center Manager and is responsible for ensuring that payment is made.

QUESTIONS

Contact the Fitness Center at e-mail userid FITNESS or Facilities at e-mail userid FACILITY for more information.

Facilities manages Oracle's facilities budget, which includes all inter-building and intra-building moving expenses. As part of our efforts to reduce operating expenses, Facilities reviews all move requests to eliminate unnecessary moves.

PRACTICE

Move approval guidelines

Facilities reviews all move requests, which may be approved if the move meets at least one of the following criteria:

- Relocation of groups and individuals from two or more building locations to consolidate a group into one location
- Relocation of an individual as a result of a transfer, promotion, or other change in job status
- Relocation of groups and individuals as needed to implement a headquarters-wide strategic stacking plan.

Move process

Moves involving fewer than five people:

- Fill out a separate "Wiring Request Form" template on Oracle*Mail for each person moving; attach your manager's approval with a detailed explanation of why the move is necessary
- Forward the "Wiring Request Form" to e-mail userid WIRING and copy e-mail userid MOVES.

Moves involving groups of five or more people:

- Manager selects a contact person for the group
- Your group's contact person contacts your division's group space planner
- Your group space planner reviews the request to determine if the move is feasible and necessary
- Your contact person notifies the group of the approved move date
- Wiring provides your contact person with a Move Request Form
- Your contact person returns the completed Move Request Form to Wiring
- There is a two-week move moratorium after the move date
- Your contact person should notify the Facility Manager of any special requirements.

Boxes

Your Facility Manager provides moving instructions, labels, and boxes two days prior to the approved move date.

QUESTIONS

Contact Facilities at e-mail userid FACILITY or your Facility Manager for more information.

OFFICE SUPPLIES

You may order ordinary office supplies through our stockless office supply system. You may order product documentation and Oracle Corporate Telephone Directories through Oracle*Mail. Facilities provides you standard office furniture. All other approved office supplies and computer equipment may be ordered by your group's Purchasing Agent.

PRACTICE

These procedures apply to all headquarters offices. Consult your Office Manager for local field office procedures.

Stockless office supply system

You may order everyday supplies such as pens, pencils, and note pads by completing an office supply request form. Your manager, or other person with proper signing authority for your cost center, signs the request. Supply forms are available in the mail rooms. For supplies not included on the request form, please consult your Purchasing Agent. Orders are usually delivered within 48 hours.

Oracle documentation and collateral

We regularly distribute Oracle product documentation and collateral. You may order product documentation and collateral by filling out the "Ship Request Form" template on Oracle*Mail.

Corporate Telephone Directories

Facilities provides you an updated Oracle Corporate Telephone Directory several times a year. This directory contains phone numbers for all Oracle office locations and for all U.S. Oracle employees. This document is for your internal use only and contains Company confidential information. You are not to provide a copy of the directory to any person who is not an Oracle employee. Please recycle your old directories. Return your directory when you leave the Company. Additional Corporate Telephone Directories may be ordered through Manufacturing and Distribution by filling out the "Ship Request Form" template on Oracle*Mail.

Furniture

Facilities manages all furniture purchases. Please contact your Facility Manager regarding your furniture needs.

Other purchases

To make other approved purchases, including computer hardware and software, complete a purchase requisition, obtain appropriate manager approvals, and forward your requisition to the Purchasing Agent in your group. Contact Corporate Purchasing for the name of your group's Purchasing Agent.

QUESTIONS

Contact Corporate Purchasing or Facilities at e-mail userid FACILITY for more information.

WORKPLACE SAFETY AND HEALTH

Oracle supports an aggressive, active safety and health program throughout all of its operations addressing the needs and concerns of both employees and visitors. We expect you to support our efforts in this area.

PRACTICE

Management and employee responsibilities

Minimizing hazards and accidental injuries in the workplace is accomplished through a combined effort between Oracle management and employees. You are responsible for contributing to safety in the workplace.

Hazard identification and accident prevention

Report any unsafe conditions or practices in your work environment immediately to your manager or Human Resources Manager. We will eliminate or decrease any identified hazards as soon as reasonably possible.

QUESTIONS

Contact the Corporate Risk Manager or Human Resources at e-mail userid HRINFO for more information.

POST-INJURY OR ACCIDENT PROCEDURES

Oracle assists you in the event of an employment-related injury or illness. Report any such injuries or illnesses immediately.

PRACTICE

Reporting an injury

Report any employment-related injury or illness to your manager and Human Resources Manager immediately.

First aid kits

Oracle maintains first aid kits for your use in the event of minor injuries or illnesses. Contact your Facility Manager or Office Manager for the location of the nearest first aid kit.

Medical attention

In the event of a more serious injury or illness, Oracle arranges for available medical care as soon as possible.

Volunteer first aiders

Oracle headquarters maintains a team of employee volunteers who are trained and certified to provide first aid to injured persons in an emergency situation. Contact the Security Manager to access a volunteer first aider in the event of an injury or illness at a headquarters location.

Evacuation procedures

Evacuation routes and emergency exits are posted for each floor at Oracle locations. Contact your Facility Manager or Office Manager for the location of this information. Become familiar with the routes and exits to be used in the event of an emergency.

Emergency telephone numbers and information

Consult the Oracle Corporate Telephone Directory for a list of emergency telephone numbers, nearby hospitals, and medical clinics for the headquarters locations. Contact your Office Manager for the local emergency information for field offices.

QUESTIONS

Contact the Corporate Risk Manager or Human Resources at e-mail userid
HRINFO for more information.

HOUSEKEEPING AND MATERIAL HANDLING

We endeavor to maintain safe and clean work environments at all facilities. We make arrangements for the handling of materials and equipment. Please maintain a safe and clean work area and use the resources we supply for material handling.

PRACTICE

Minimizing slip hazards

We work to keep all floors dry and to clean up any spills immediately. Please assist in this effort.

Minimizing trip hazards

We work to keep hallways, stairways, exits, and exit signs unobstructed and suitably illuminated at all times. We also work to maintain desks, cabinets, and equipment in an orderly and uniform manner. Assist us in this effort by keeping your own work area unobstructed including closing desk and file drawers after each use.

Minimizing fall hazards

We work to keep the tops of cabinets free of materials and store heavy materials on low shelves. Please assist in this effort.

Material handling

We provide appropriate resources to reach, move, or carry materials or equipment. Use these resources if there is doubt as to your ability to reach or lift something. Contact Facilities to access these resources. Minimize the handling of less manageable materials or equipment by converting carrying tasks to pushing or pulling tasks wherever possible.

Facility inspections

Oracle conducts periodic facility inspections to ensure that procedures are being followed and that the overall work environment is safe and clean.

QUESTIONS

Contact the Corporate Risk Manager or Facilities at e-mail userid FACILITY for more information.

WORK ENVIRONMENT SETUP

Oracle provides you adjustable work stations and additional equipment necessary to make your work station comfortable. We assist you with work station adjustment procedures upon request.

PRACTICE

Recommended work station setup

You may use the following recommendations to establish a comfortable setup. We believe that these recommendations, compiled from external sources, are reliable; however, they may not be correct or complete for your individual circumstances.

Work station keyboard

At the recommended keyboard height, your upper arms should hang comfortably at your side forming 90 degree angles at the elbow. Your wrists should be relaxed and straight with the forearm. Request a wrist rest if the keyboard is too thick, over two inches high at the home row.

Work station screen

Glare and reflection may be controlled by cleaning your screen, placing it perpendicular to the window, lowering the window blinds, turning off bright overhead lights, using your screen's brightness and contrast controls, and adjusting its tilt. Request an anti-reflection filter or hood if these methods fail to acceptably reduce glare and reflection.

To reduce body strain, the top of the screen should be no higher than eye level. The recommended angle for viewing the screen is 10-20 degrees downward; tilt back the screen 10-20 degrees unless glare increases. Position the screen at a comfortable distance from your eyes, at least 16-24 inches.

Glasses and contacts that focus eyes at reading distances may lead to eye strain since most screens are further away than normal reading distance. An intermediate-distance lens may help correct this situation. The use of bifocals may increase exposure to neck strains from repeated tilting back to see the screen. Consult your eye doctor for advice.

Work station chair

When seated, your thighs, shins, and feet should form right angles at the knees and ankles. If your chair is too high and your feet dangle, request a footrest. The back of your chair may be adjusted to support the small of your back.

Work methods

Vary your position at your work station. Stretch and look away from the screen periodically to reduce fatigue and tension. Alternate tasks during the day whenever possible. Take additional breaks to stretch and walk when using the computer for over two continuous hours. Perform simple wrist, neck, shoulder, back, finger, and hand exercises during breaks to reduce tension and stiffness.

Standard additional equipment available to you

We provide wrist pads, foot rests, copy holders, anti-glare screens, and hoods upon request. Additional work station equipment will be provided if deemed appropriate by your manager.

QUESTIONS

Contact the Corporate Risk Manager or Human Resources at e-mail userid HRINFO for more information.

ORACLE AND OUR COMMUNITY

Oracle believes in upholding its responsibility to the communities and environment in which we work. We want you to be aware of Oracle's current programs dedicated to community and environmental contribution.

PRACTICE

Oracle Corporate Giving Program

This program donates cash and/or software to many non-profit organizations, placing special focus on the environment, medical research, animal protection, and select humanitarian causes.

Oracle Volunteers

As a benefit to our employees, Oracle has formed a partnership with the Volunteer Center of San Mateo County. Oracle employees who are interested in volunteering and contributing to our communities can use Oracle Volunteers to be referred to a Bay Area volunteer organization which meets their interests and time schedules. Some areas of volunteer work are:

- Health care services
- Environmental causes
- Child and youth organizations
- Technology education.

Contact Oracle Volunteers at e-mail userid VOLPROG for more information.

Oracle Recycling

This program coordinates recycling of cans, bottles, and plain paper at Oracle facilities and investigates the feasibility of other recycling efforts. Our annual recycling proceeds are contributed to Oracle's Corporate Giving Program. We encourage you to do your part by using the recycling receptacles located in your facility.

Oracle Environmental Manufacturing

Oracle Manufacturing and Distribution is dedicated to selecting and working with vendors who use environmentally sound practices in producing our products and collateral. Equipment and materials used in the printing process of Oracle's manuals and packaging are environmentally safe and recyclable.

Oracle Transportation Project

This project provides information to employees on participation in commute alternatives and ensures Oracle's compliance with local transportation ordinances.

Oracle Community Contribution Events

Employee events at Oracle combine community contribution, such as tree plantings and educational gatherings, with employee social functions, such as parties and picnics. These events are designed to be low cost and linked to community participation, while providing our employees an opportunity for corporate gathering and fun. We offer Oracle Community Contribution Events only as corporate spending permits.

QUESTIONS

Contact Assistant, Office of the President for more information.

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23/10/17
The first part of the book is about the history of the world. It starts with the beginning of time and goes on to describe the different civilizations that have existed. The second part of the book is about the present world. It discusses the different countries and their governments. The third part of the book is about the future. It talks about the different predictions that have been made about what the world will be like in the years to come.

TRAVEL AND ENTERTAINMENT

We reimburse you for reasonable, pre-approved travel and entertainment expenses you incur while conducting Company business. You are required to use Oracle Travel for all your travel arrangements. Accounts Payable does not reimburse Expense Reports for airline tickets not purchased through Oracle Travel.

PRACTICE

Controlling travel costs

We expect you to purchase travel services at the lowest possible cost consistent with our policies concerning class of service and normal travel planning.

Arranging travel

Oracle Travel has a full staff of travel specialists available to arrange your reservations and deliver your tickets to you. Business hours are 6:00am - 6:00pm PST, Monday to Friday. A 24-hour emergency line is available.

Class of service

Use these guidelines to determine the class of service you may use and the corresponding reimbursement we make following your trip:

Air

Our agents offer you the lowest available air fares applicable to your planned itinerary and consistent with our Travel and Entertainment policy. We expect you, when possible, to accept penalty fares on domestic and international flights. When your travel requirements allow, you are obliged to accept free tickets to offset business expenses if offered by Oracle Travel. At a minimum, we expect you to accept the lowest unrestricted coach fare on all domestic and international flights. We do not reimburse you for upgrades to business or first class on any flight.

Oracle Travel attempts to arrange your flight within a two-hour "window" (one hour on either side of your requested departure and arrival time). If your travel plans are flexible, the agent will offer additional options based on time of day and date of travel to maximize your savings.

You may keep frequent flyer awards for your personal use. You may not make air carrier decisions based on accumulating mileage awards.

Hotel and hotel services

We reimburse you for the use of a single occupancy room. When traveling to a city where Oracle has preferred hotel agreements, you are required to stay at these properties to take advantage of the negotiated discounts. If a property is not convenient to a client site or has no vacancy, you may select a different hotel. Please refer to the preferred hotel directory within the Corporate Telephone Directory or ask the travel agent for Oracle's discounted rates at select properties.

We do not reimburse you for "no show" charges, so be sure to cancel your reservation well in advance if your plans change.

Laundry services are reimbursable only if you are traveling three days or longer.

Telephone calls made to your home or office are reimbursable. You should use your AT&T Corporate calling card when making calls to eliminate hotel telephone surcharges.

Meals and entertainment

Be conservative in choosing a restaurant. If you entertain customers and pick up the tab, explain a clear benefit to the Company on your Expense Report form. When more than one Oracle employee attends a business meal, the most senior Oracle employee should pay the bill.

The Company does not condone the excessive consumption of alcohol. We expect you to exercise good judgement at all times; we reimburse you for taxi fares incurred while on Company business.

Rental cars

Please consider ground transportation options before renting a car. In many cases, public transportation, airport or hotel shuttles, or taxi cabs offer opportunities for savings. You should not use a rental car unless it is cost effective or you need it to transport customers or equipment. We expect you to rent the smallest car type (sub-compact or compact) that meets your needs.

Oracle Travel has preferred agreements with car rental agencies offering substantial savings off corporate car rental rates. These vendors provide free Loss Damage Waiver (LDW) and liability insurance with zero deductible in the case of an accident in the Continental United States, Canada, and Europe. You should waive the LDW and liability insurance when renting a car from a preferred vendor in the Continental U.S., Canada, and Europe.

When renting a car from a preferred vendor outside the Continental U.S., Canada, and Europe, you should accept liability insurance but waive the LDW option.

In the event of an accident, contact Oracle's Risk Manager.

Airfare refunds

Airline tickets have cash value and should be treated as cash. To return a ticket for refund, you have the following options:

To have the ticket voided, return the ticket to the issuing travel office by 3:00pm Friday of the same week. The entire transaction will be voided and no charge will be processed.

If you miss the Friday 3:00pm deadline, return tickets to the agency for a refund which will be credited to your American Express Corporate Card or personal credit card in six to eight weeks.

Lost, stolen, or destroyed personal property

You are responsible for your personal property while traveling on company business. We do not reimburse you in the event of loss, theft, or destruction of your personal property.

Paying for travel services

You are responsible for payment of travel services. You may obtain reimbursement from Oracle by submitting your Expense Report after you have traveled.

Get an Oracle credit card

With your manager's approval, Oracle provides you an American Express Corporate Card. The Card is in your name and you are liable for payment of all charges. Only annual fees for the American Express Corporate Card are reimbursable by Oracle. We want you to obtain an American Express Corporate Card if you are traveling outside of the U.S.

As an American Express Corporate Card member, you are eligible for the AT&T Corporate calling card. We expect you to use your AT&T Corporate calling card to avoid hotel telephone rates. Whenever possible, you should dial direct.

If you would like the joint American Express-AT&T application, contact Corporate Travel.

Processing your Expense Report form

You are required to submit your Expense Report within 30 days of incurring expenses. Accounts Payable processes Expense Reports once a week. If they receive your Expense Report by 9:00am Wednesday, they will reimburse you in the Friday check run.

Exceptions

Management Committee members approve exceptions to these policies. If you wish to request an exception, discuss your situation with your manager who can in turn arrange for an exception request from your respective Management Committee member.

International travel medical emergencies

In the event of an accident or hospitalization abroad, please use your American Express Corporate Card to pay for these emergencies. You have unlimited credit on your card and can obtain medical referrals 24 hours a day.

Reporting travel problems

Please report any problems with Oracle Travel directly to the Corporate Travel Manager.

Compliance

Oracle Travel notifies managers of any non-compliance with these Travel and Entertainment guidelines.

QUESTIONS

Contact Oracle Travel at e-mail userid TRAVEL for more information.

TRAVEL ADVANCES

We provide cash advances to cover your travel expenses in emergency situations. To obtain a travel advance, submit a Check Request Form to Accounts Payable.

We place a \$500 limit on travel advances for each week of travel within the United States and a \$1,000 limit for each week of international travel. You have 30 days from the end of travel to submit an Expense Report to clear your advance. You may have no more than two outstanding travel advances at any one time.

PRACTICE

Obtaining Check Request Forms

Obtain a Check Request Form from an Administrative Assistant or from Accounts Payable.

Completing Check Request Forms

Complete all sections of the Check Request Form. Include the location and dates of your travel and specify "Travel Advance" as the purpose. Obtain an approval signature from your manager.

Payment of travel advances

Submit your completed Check Request Form to Accounts Payable by 5:00pm Wednesday for payment in the weekly Friday check run. If you wish to pick up your advance personally rather than receive it in the mail, indicate so on the Check Request Form and provide a telephone number where we can reach you once your advance is ready.

Clearing your travel advance

Submit an Expense Report to Accounts Payable within 30 days of the end of your travel. Specify on the Expense Report form that the expenses are to be applied against your outstanding travel advance. Accounts Payable then offsets your expenses against your travel advance balance.

If you do not settle your travel advance within 30 days, Accounts Payable applies future Expense Report reimbursements against your outstanding advance until it is recovered.

Returning excess travel advances

If your original travel advance exceeded your expenses, make a check payable to Oracle Corporation for the difference and forward it to Corporate Treasury. Write "Travel Advance Repayment" in the memo section of your check.

QUESTIONS

Contact Accounts Payable at e-mail userid PAYABLE for more information .

EXPENSE REPORTS

We reimburse you for approved expenses weekly. If you submit your complete, approved Expense Report to Accounts Payable by 9:00am Wednesday, we will reimburse you in the Friday check run.

Submit your Expense Report as soon as possible, but within 30 days of incurring your expense.

PRACTICE

Obtaining Expense Report forms

Order Expense Report forms using office supply request forms available from your group's Administrative Assistant.

Completing Expense Report forms

Fill out your Oracle Expense Report form in detail. List the names of persons attending and describe the business discussed for all business meal and entertainment expenses. Describe the purpose of all travel expenses.

Check the totals of all columns on the report. Convert column totals for international travel to U.S. dollars and clearly specify the conversion rate used for the calculation.

Include original receipts with your Expense Report form for all charges greater than \$25.00. Tape your receipts to sheets of 8 1/2 x 11" paper, make a copy for your records, and staple the originals to your Expense Report form. The only acceptable receipt for airfare is the actual ticket voucher (the last coupon in your pack of tickets). You may not expense mileage, gas, or other automobile operating costs if you receive a monthly car allowance.

If you have lost a receipt or have only a copy of a receipt, your manager must circle that expense and write "OK to pay without original receipt" on the face of your Expense Report form. Obtain an approval signature from a manager who has sufficient signing authority to cover the expense for the cost center you are charging.

Do not report relocation expenses on your Expense Report form. Obtain a Moving Expense Report form from Accounts Payable or your Human Resources Manager for this purpose.

Payment of Expense Reports

Expense reimbursement checks are mailed to your home.

Incomplete Expense Reports

If you submit an incomplete Expense Report to Accounts Payable, we return it to you with an explanation of the items you need to complete. We reimburse you when you resubmit your completed Expense Report to Accounts Payable.

If you submit your Expense Report to Accounts Payable without the original receipts for charges over \$25.00, we reimburse you only for the expenses you supported with receipts. We notify you of the unreimbursed items through an Oracle*Mail ALERT message. We reimburse you for the previously unreimbursed items when you send original receipts to Accounts Payable.

QUESTIONS

Contact Accounts Payable at e-mail userid PAYABLE for more information.

BUSINESS DRIVING INSURANCE

We provide liability insurance automatically when you drive a rental car on Company business in the Continental United States. We provide liability and collision damage insurance when you drive a preferred vendor rental car on Company business in the Continental U.S., Canada, and Europe.

Your Oracle cost center is responsible for collision damages to non-preferred vendor rental cars and collision damages to cars rented from preferred vendors outside the Continental U.S., Canada, and Europe.

You provide your own liability and collision damage insurance when driving your own car on Company business.

PRACTICE

Renting a car on Company business in the Continental U.S.

Follow these guidelines when renting a car on Company business in the Continental U.S.:

- Rent from a preferred vendor (Oracle Travel tells you who they are)
- Refuse any additional insurance and deductible coverages.

All car rental agencies automatically provide primary liability coverage for their vehicles. We have arranged with our preferred vendors to provide free no-deductible insurance coverage for collision damage to rental cars (a free Loss Damage Waiver or LDW). If you have to use a non-preferred vendor, the Company assumes the risk for the collision damage deductible (typically \$3,000); in the event of an accident, your cost center will be responsible for damages up to the collision damage deductible.

Renting a car on Company business in Canada and Europe

Follow these guidelines when renting a car on Company business in Canada and Europe:

- Rent from a preferred vendor (Oracle Travel tells you who they are)
- Refuse any additional insurance and deductible coverages
- If you have to use a non-preferred vendor, secure primary liability coverage; if the rental car agency does not provide free liability insurance coverage, purchase the minimum liability insurance available.

We have arranged with our preferred vendors to provide free no-deductible insurance coverage for liability and for collision damage to rental cars (a free LDW). If you use a non-preferred vendor, the Company assumes the risk for the collision damage deductible (typically \$3,000); in the event of an accident, your cost center will be responsible for damages up to the collision damage deductible.

Renting a car on Company business outside the Continental U.S., Canada, and Europe

Follow these guidelines when renting a car on Company business outside the Continental U.S., Canada, and Europe:

- Secure primary liability coverage; if the rental car agency does not provide free liability insurance coverage, purchase the minimum liability insurance available
- Refuse additional insurance and deductible coverages.

The Company assumes the risk for collision damages to rental cars; in the event of an accident, your cost center will be responsible for the collision damages.

Lost, stolen, or destroyed personal property

You are responsible for your personal property while driving on Company business. We do not reimburse you in the event of loss, theft, or destruction of your personal property.

In the event of an accident on Company business

Notify the police to file a report and take all actions required by local law. Obtain the following information from all parties involved in the accident:

- All information on drivers' licenses and insurance cards
- The number of occupants in vehicles involved
- The vehicle makes, models, and license numbers
- The names of anyone injured in the accident and a brief description of injuries
- The names, addresses, and phone numbers of any witnesses.

Notify your manager and the Corporate Risk Manager immediately.

If you were driving a rental car at the time of the accident, contact the agency to file an accident report to activate their insurance coverage. If you were driving your own vehicle at the time of the accident, we reimburse you for your insurance deductible, up to \$500. The reimbursement is made through an Expense Report charged to your cost center.

QUESTIONS

Contact the Corporate Risk Manager or Human Resources at e-mail user id
HRINFO for more information.

RELOCATION

We pay for your relocation if you are a new employee only if we agreed to do so in writing as part of your employment offer.

We generally pay for your relocation if you are a current employee and we ask you to relocate for another assignment in the Company.

PRACTICE

What is covered

We pay for packing, moving, and unpacking of your household goods and transportation of you and your family. We also pay for moving up to two cars from your prior home to your new home. We select the moving company and pay for you to insure your belongings during the move period. However, we are not liable for damages incurred by the moving company.

We may limit your relocation to a specific dollar amount as specified in your offer letter or transfer request.

Initiating a move

Be sure to obtain your manager's approval of terms of agreement before incurring any relocation expenses. Contact Human Resources for relocation guidelines and the name of Oracle's preferred moving company.

Payment of expenses

We pay the moving company directly for moving expenses. Obtain a Moving Expense Report form from Human Resources or Accounts Payable and submit this to your manager for all other previously approved relocation expenses.

Tax consequences

Company-paid moving expenses are reported as income. Consult with your tax advisor on the potential tax consequences connected with your move.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

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CHAPTER 10: THE HISTORY OF THE UNITED STATES

The United States has a rich and diverse history, shaped by the actions of many individuals and groups. From the early colonial period to the present day, the nation has grown and changed in significant ways. This chapter explores the key events and figures that have shaped the American story.

10.1 The Colonial Period

The colonial period of American history spans from the early 17th century to the late 18th century. It was a time of exploration, settlement, and the development of a distinct American identity. Key events include the founding of the first permanent English colony in Jamestown, Virginia, in 1607, and the signing of the Declaration of Independence in 1776. The period was also marked by the struggle for self-governance and the eventual break with Britain.

10.2 The Revolutionary War

The Revolutionary War, fought between 1775 and 1783, was a pivotal moment in American history. It resulted in the United States gaining independence from Great Britain. The war was a struggle for freedom and self-determination, and it laid the foundation for the new nation.

10.3 The Early Republic

The early republic, from 1789 to 1840, was a period of rapid growth and development. The new government was established, and the nation expanded westward. Key figures like George Washington and Thomas Jefferson played significant roles in shaping the young country.

10.4 The Antebellum Period

The antebellum period, from 1840 to 1860, was a time of intense social and political conflict. The issue of slavery became a central focus, leading to the Civil War. The period was also marked by westward expansion and the rise of industrialization.

10.5 The Civil War

The Civil War, fought from 1861 to 1865, was a defining moment in American history. It resulted in the preservation of the Union and the abolition of slavery. The war was a struggle for freedom and equality, and it shaped the modern United States.

MEDICAL AND DENTAL BENEFITS

We insure you and certain of your dependents under our medical and dental benefits program, provided you are a full time regular employee. Coverage begins on your first day of employment. The Company reserves the right to charge you a portion of the benefits costs for you and/or your dependents.

PRACTICE

Medical coverage

We provide medical benefits at a minimum of 80% of reasonable and customary charges for the following:

- Medical treatment by a licensed physician
- Hospital services, supplies, and semi-private room
- Infertility treatment
- Medical treatment by certain non-MD specialists
- Nursing services
- Prescribed medical equipment
- Home health care
- Ambulance service.

In certain areas specific expenses will be covered at 100% when a preferred provider is used. Physical exams and well baby care are also covered at 100% less a \$5 copayment when a preferred provider is used.

We provide medical benefits at 100% of reasonable and customary charges for the following:

- Diagnostic x-ray and lab services
- Second surgical opinions.

All eligible employees may select the medical benefits plan administered by Aetna Life Insurance Company. Employees in specified regions of the United States have the option of selecting a health maintenance organization (HMO), either Kaiser Foundation Health Plan or Harvard Community Health Plan.

Those who select the Aetna health plan have a \$1,000,000 lifetime maximum in covered benefits expenses. HMO enrollees do not have a maximum coverage limit. The deductible and level of coverage for the Aetna health plan vary according to either your region of the country or the way you make use of the plan. The HMOs have no deductibles.

In December of each year Human Resources announces an open enrollment period

during which you can switch benefits plans. New employees have two weeks from their start date to select a benefits plan.

Dental coverage

We provide the following coverage for dental benefits:

- 100% of reasonable and customary charges for preventive care such as exams, cleaning, and specified x-rays
- 80% of reasonable and customary charges for basic care such as fillings and simple extractions
- 80% of reasonable and customary charges for major care such as bridgework, crowns, and dentures
- 50% of reasonable and customary charges for orthodontic services.

We provide you a maximum dental benefit of \$1000 per person per calendar year. Orthodontic services have a \$2000 lifetime maximum. You have a \$25 deductible per year for yourself and each dependent, up to three persons, so that your total deductible does not exceed \$75 per family. The deductible does not apply to preventive care.

Vision coverage

Those of you who select Aetna have vision coverage with Vision Service Plan (VSP). You and your dependents each receive an eye examination and two pair of glasses or one set of contacts and one pair of glasses every twelve months. HMO participants receive an annual eye examination through their HMO.

Prescription drug coverage

Aetna and the HMOs have prescription drug programs which enable you to obtain prescription drugs from specified pharmacies for a small copayment.

Filing a claim

When you file a claim with Aetna, you or your doctor submit your doctor's bill with the proper medical or dental form. Aetna's customer service Healthline can answer claim-related questions. Claim forms are available from Human Resources, most receptionists, the Office Manager in your field office, and from Aetna's Healthline. Aetna reimburses you or your doctor for the amount covered and sends you an Explanation of Benefits letter describing the amounts paid.

Coordination of benefits

If you or your dependents are covered by more than one insurance program, we expect you to obtain reimbursement only for the total amount of your expense. To avoid duplicate reimbursement, please follow these steps:

- Submit your personal claims to your Oracle insurance carrier first; submit the benefits statement you receive plus photocopies of itemized bills to your other insurance carrier next
- Submit claims for spouses with their own insurance to their insurance carrier first; submit the benefits statement your spouse received plus photocopies of itemized bills to the Oracle carrier next
- Submit claims for children covered by multiple insurance plans based upon the laws in your state; most states require you to submit first to the plan covering the parent with the earliest birthdate (month and day) in a year; submit the benefits statements plus photocopies of itemized bills to the other insurance carrier next.

Continuation of benefits

Your coverage under our medical and dental (and vision if enrolled in the Aetna medical plan on the last day of your employment) benefits plan ends on the last day of your last month of employment with Oracle. You may elect to continue your and your dependents' medical, dental, and vision benefits for up to 18 months at your own expense by notifying Human Resources. You or your estate may continue coverage for your dependents for up to 36 months in the case of your death, divorce, or a child ceasing to be a dependent. In the case of total disability, you may be eligible to continue your medical benefits for up to 29 months. You or your estate has 60 days after the date your benefits would otherwise end to notify Human Resources of your decision to continue coverage.

International travel medical emergency coverage

Before you leave, contact your Human Resources Manager for guidelines.

QUESTIONS

Please refer to your Employee Benefits Program packet for more details. If you do not have an Employee Benefits Program packet, please contact Human Resources at e-mail userid@HRINFO. Due to the detailed nature of benefits and the variations in the medical plan from region to region, the packets provide the only complete and best detailed explanations of our benefits program.

LIFE INSURANCE

We insure you under our group life insurance policy provided you are a full time regular employee.

PRACTICE

Coverage

Your life insurance benefit is twice your annual compensation, to a minimum of \$50,000 and a maximum of \$300,000 of insurance coverage. There is a double indemnity for accidental death or dismemberment. (Double indemnity means that under specific circumstances the policy pays twice as much.) Your annual compensation includes your base salary on the date of your death, plus your bonuses and commissions paid during the preceding 12-month period.

Obtaining coverage

Complete the Benefits Enrollment Form sent to you with your Employee Benefits Program packet, and turn it in to your Human Resources Manager. We automatically insure you on the first day you begin work.

Changing your beneficiary

If you wish to change your beneficiary, contact Human Resources to obtain the proper form.

Submitting a claim

We submit a claim on your behalf in the event of your death or dismemberment.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

SUPPLEMENTAL LIFE INSURANCE

We enable you to purchase supplemental life insurance coverage at group rates provided you are a full time regular employee.

PRACTICE

Coverage

You purchase supplemental life insurance in multiples of your earnings (100%, 200%, or 300%). Earnings are determined by your base salary on October 1, plus your bonuses and commissions paid during the preceding 12-month period between October 1 and September 30. Supplemental life insurance premiums are automatically deducted from your paycheck.

Obtaining coverage

You request an application form from your Human Resources Manager. Send the completed form to Human Resources by the enrollment deadline of December 15. Coverage begins January 1.

You cannot sign up for supplemental life insurance outside of the yearly open enrollment period unless you have a change in life event such as recent hiring, marriage, purchase of a home, or birth of a child. You have 30 days from the date of your change in life event to apply for supplemental life insurance coverage.

Changing your beneficiary

If you wish to change your beneficiary, contact Human Resources to obtain the proper form.

Submitting a claim

We submit a claim on your behalf in the event of your death or dismemberment.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

DISABILITY AND OTHER INSURANCE

We insure you for long-term disability under our group disability insurance policy provided you are a full time regular employee. You are also eligible for workers' compensation and unemployment insurance.

PRACTICE

Long-term disability

You are insured under our group disability policy in the event that you become permanently disabled. After 90 days of disability, this coverage provides you two-thirds of your annual compensation each year until age 65, subject to a \$5,000 maximum monthly payment. Your annual compensation includes salary, commissions, and bonuses. If you become disabled after age 62, you may be able to extend disability payments past age 65.

Workers' compensation and unemployment insurance

You are eligible for workers' compensation and unemployment insurance as mandated by federal and state laws.

Obtaining coverage

We automatically insure you once you begin work.

QUESTIONS

Contact Human Resources at e-mail userid@hrinfo for more information.

DEPENDENT CARE REIMBURSEMENT PLAN

We provide a Dependent Care Reimbursement Plan that allows you to set aside up to \$5,000 of pre-tax compensation yearly for your child and dependent care expenses provided you are a full time regular employee. You should discuss this plan with your tax advisor.

PRACTICE

Eligibility

Both you and your spouse are required to be working or going to school full time to qualify. If you are a single parent and work full time, you qualify.

How it works

Before each Plan year (January - December), you determine the amount you set aside for the year. Each pay period, we deduct money from your paycheck before computing your federal income taxes. We deduct this money before computing your state income taxes if allowed by your state. We deposit your contributions into an account for you. You request reimbursement by filing a claim.

According to IRS regulations, you cannot revoke your participation in the Plan unless you have a change in family circumstance, such as marriage, divorce, death of a dependent, birth of a child, or termination of employment for your spouse. You have 30 days from the date of your change in family circumstance to change your participation status.

IRS regulations provide that at the close of the Plan year, you forfeit all unused funds set aside in a fund year.

Filing a claim

You submit a completed claim form and appropriate documentation to the Flexible Benefit Unit of our Plan Administrator.

Finding out more about this benefit

You can obtain documents explaining this benefit in more detail from Human Resources. See your tax advisor if you have questions regarding the tax consequences of your participation in this Plan.

QUESTIONS

Contact Human Resources at e-mail [userid HRINFO](mailto:userid@hrinfo) for more information.

FLEXIBLE WORK HOURS

Flexible work hours allow you to work when you are sharpest and able to produce your highest quality and quantity of work. You may schedule your own work hours daily, subject to your department's limitations.

PRACTICE

Make the most of your day

Each one of us has a different internal clock and may get more accomplished if we begin work earlier in the morning or work into the evening or night. Flexible work hours allow you to work when you are at your best and organize your work schedule around this most productive time. Flexible work hours also allow you to efficiently schedule personal business and commuting and to deal with emergencies around your responsibilities at work.

Flexible hours don't always apply

Operating priorities in your department may limit the extent to which your work schedule is flexible. Your manager may modify your flexible work hours schedule for the proper functioning of your department.

QUESTIONS

Contact Human Resources at e-mail userid@hrinfo for more information.

ESTIMATION OF THE INDEX

Estimation of the index is a process of determining the value of the index for a given year relative to the base year.

The index is calculated by dividing the value of the index for a given year by the value of the index for the base year and multiplying the result by 100.

For example, if the value of the index for the base year is 100 and the value of the index for a given year is 120, the index for that year is 120.

The index is a measure of the relative change in the value of the index over time.

The index is used to compare the value of the index for different years and to identify trends in the value of the index over time.

The index is also used to measure the inflation rate and to compare the value of the index for different countries.

The index is a useful tool for analyzing economic data and for making decisions about the future.

The index is a measure of the relative change in the value of the index over time.

The index is used to compare the value of the index for different years and to identify trends in the value of the index over time.

INVESTMENT AND RETIREMENT PLANS

Employee Stock Purchase Plan	77
401(k) Retirement Plan	80

EXPERIMENTAL AND RETENTION PLAN

1. Name of the project: _____

2. Objectives of the project: _____

3. Methodology: _____

EMPLOYEE STOCK PURCHASE PLAN

Our Employee Stock Purchase Plan permits you to purchase Oracle Common Stock at a discount from the market price. You are eligible to participate in the Plan if your customary employment is 20 hours or more per week and is five or more months per calendar year. You may contribute up to 10% of your cash compensation (salary, bonus, and commission) by enrolling in the Plan prior to any Offering Period.

Investment in Oracle stock is speculative in nature, and you assume both the benefits and risks of ownership at the end of each Offering Period.

PRACTICE

Offering periods

There are two six-month Offering Periods per year, starting on October 1 and April 1. The first day of each period is called the "Offering Date" and the last day is called the "Exercise Date" or the "Purchase Date".

Purchase price

Stock is sold under the Plan at 85% of the lower of:

- The closing sale price of Common Stock reported by the NASDAQ National Market System on the last trading day before the Offering Date; or
- The closing sale price of Common Stock reported by the NASDAQ National Market System on the last trading day before the Exercise Date.

For example:

<u>Stock price on day before Offering Date</u>	<u>Stock price on day before Exercise Date</u>	<u>Purchase price</u>
\$10.00	\$12.50	\$8.50 (85% of \$10.00)
\$10.00	\$7.50	\$6.38 (85% of \$7.50)

Limit

If the price of the Company's stock fixed on an Exercise Date is less than half the price on the corresponding Offering Date, you will be limited to buying twice the number of shares you would have been eligible to purchase had the price remained at the price on the Offering Date.

Maximum contribution

Per the Plan prospectus, you may not purchase shares under the Plan at a rate of more than \$25,000 worth of stock measured at the first day of the Offering Period in any calendar year. Because you pay only 85% of the fair market value, this means you may not contribute more than \$21,250 toward the purchase of stock under the Plan in a calendar year. Thus, the total amount of your contributions toward the purchase of stock on March 31 (including contributions made beginning in October of the prior calendar year) plus your contributions toward the purchase of stock on September 30 cannot exceed \$21,250. Any excess funds will be carried forward and accumulated with your contributions during the next Offering Period.

Eligibility

You may participate in the Plan if you are an employee of the Company or one of its subsidiaries approved by the Board of Directors for this benefit, and you regularly work at least 20 hours per week and five months per year.

Enrollment

Complete an enrollment form available from Investor Relations. You may enroll in either Offering Period (beginning in October or April) of any year, provided that your enrollment form is received by Investor Relations no later than the 15th day of the preceding month. For example, if you wish to participate starting October 1, you must turn in your form by September 15.

Payroll deductions

You may increase the amount being withheld from your paycheck (up to 10%) only at the beginning of each Offering Period. You may decrease the amount withheld at that time or only once during the six-month Offering Period. You may cancel your participation at any time by returning to Investor Relations an enrollment form indicating your intention to withdraw. If the form is received before the 15th day of the last month of the Offering Period, the entire amount deducted during the period will be refunded. If you miss the deadline, the amount that has been deducted will be used to purchase stock, and your participation in the Plan will terminate at the beginning of the next Offering Period.

Receipt of stock

After we purchase your stock, we deposit it with the Plan Broker, who notifies you of the number of shares you purchased. The shares will be delivered to the Plan Broker as promptly as practicable after the Exercise Date of each Offering Period. You will not be able to sell or transfer your shares until the shares have been received by the Plan Broker. If you want to receive a stock certificate, you must request it from the broker. You may instruct the broker to sell your stock. You pay a reduced commission to the broker when you sell your stock. Contact Investor Relations for the name and number of our Plan Broker.

Tax consequences

There are no tax consequences at the time of acquiring Employee Stock Purchase Plan stock under current U.S. tax law. The disposition (including sale and gift) is a taxable transaction. Please consult your personal tax advisor if you have questions regarding the tax consequences for you.

Additional information

You may obtain a copy of the Employee Stock Purchase Plan prospectus at any time from Investor Relations. It contains a detailed description of the Employee Stock Purchase Plan along with answers to frequently asked questions.

QUESTIONS

Contact Investor Relations at e-mail userid INVESTOR for more information.

401(k) RETIREMENT PLAN

You may contribute up to the lesser of 15% of your annual compensation or the legal maximum amount (\$8,475 in 1991) to the Oracle 401(k) Savings and Investment Plan provided you are a regular employee. Your contribution reduces your taxable income for both federal and state income tax purposes (except in the state of Pennsylvania). We pay the fund service Plan administration fees to our trustee Merrill Lynch and our recordkeeper Hewitt Associates.

PRACTICE

Enrollment

You may enroll at any time. Your participation is effective on the first day of the next calendar quarter (January 1, April 1, July 1, or October 1) if you enroll by the 15th day of the month prior to the first day of the quarter (December 15, March 15, June 15, or September 15).

You can contribute up to 15% in one percent increments of your annual compensation, or a legal maximum amount per calendar year to the plan, whichever is less. Compensation includes salary, bonuses, and commissions. Your 401(k) contribution is deducted from your pre-tax paycheck; you cannot send a personal check to deposit in your 401(k) account.

You can discontinue or change your contribution percentage at any time. However, you must wait at least three months before restarting or changing your contributions again. Exceptions may be made to this rule based on financial hardship. You may change investment selections on a quarterly basis.

Allocations

You can allocate your 401(k) contributions to one or more investment funds (current maximum of five). Each allocation must be no less than 10% of your contributions and in a multiple of 10%. Total allocations must equal 100%.

Investment options

Your current 401(k) investment options are:

- Merrill Lynch Guaranteed Fund
- Merrill Lynch Institutional Fund
- Merrill Lynch Capital Fund
- Merrill Lynch Pacific Fund
- Oracle Stock Investment Option.

You can obtain a prospectus and additional information on each of these options from Merrill Lynch. We pay all fund service and Plan administration fees. You pay no transaction costs for investing in Merrill Lynch funds and pay ten cents a share for Oracle Stock transactions.

Benefit statements

You receive quarterly statements detailing the activity in your account. These statements are generally mailed within two months after the end of a calendar year quarter.

Rollovers

If you participated in a qualified 401(k) plan with your previous employer, you can roll over the entire pre-tax amount into our 401(k) Plan. You must deposit these funds in our Plan within 60 days of their distribution from your previous plan in order to avoid taxes and penalties. Be sure to allow time for processing. Before rolling your money into Oracle Corporation's 401(k) Savings and Investment Plan, especially if you intend to roll it into one of the riskier funds (Capital, Pacific or Oracle Stock), contact Merrill Lynch to discuss how your rollover will be valued. See your tax advisor for the tax consequences of a rollover.

If you wish to execute a rollover, you may do so by submitting a check made out to Merrill Lynch Trust Company and a completed 401(k) Plan rollover application, together with documentation which confirms the following:

- The funds were from a qualified 401(k) plan
- The date the funds were distributed to you
- The amount distributed and eligible for rollover
- The name and phone number of your previous employer's 401(k) plan administrator.

You can execute rollovers at any time, but cannot begin new contributions to the Oracle 401(k) Plan until the next regularly scheduled enrollment period.

Loans

You can borrow from your 401(k) account to meet needs caused by the following:

- Repair, renovation, or expenses relating to the purchase of your primary residence
- Educational expenses for you or your dependents
- Medical expenses unreimbursed by your health insurance plan, for you or your dependents
- Expenses due to the death of a family member.

To apply for a loan, complete a loan application and submit proof of need of the loan (e.g. medical or tuition bills, the purchase contract and receipt for deposit for a home purchase).

Some other key rules about loans from your 401(k) account are:

- You may request a loan no more than once in any 12-month period and only one loan may be outstanding at any time
- The minimum loan amount is \$1,000 and the maximum is \$50,000
- The amount of your loan is subject to the following limitations:

<u>Account Balance</u>	<u>Maximum Loan</u>
Under \$2,000	No loan available
\$2,000 to \$100,000	50% of your last processed account balance
Over \$100,000	\$50,000 less the excess of the highest outstanding loan balance of the last 12 months over the outstanding loan balance on the date the loan is made.

The maximum term for a loan is five years, unless it is a home loan, for which the term may be ten years.

The interest rate you pay for a loan is two points above the Eleventh District Cost of Funds on the day your loan is processed.

You must repay your loan through payroll deductions.

If you leave Oracle, your outstanding loan balance, including accrued interest, is immediately due and payable. You will be permitted to repay your outstanding loan balance or such balance will be repaid from your account and you will owe taxes on it. It may also be subject to a 10% penalty tax for early withdrawal; in some states additional penalties may apply.

Withdrawals

You may withdraw your funds from the 401(k) Plan only if you take normal or disability retirement, incur a financial hardship, reach age 59 1/2, leave the Company, or die while employed.

Normal or disability retirement

When you retire (age 65 or permanently disabled), you can withdraw your funds as a lump sum or in annual installments.

Financial hardship

You may withdraw funds if you incur a financial hardship because of unreimbursed medical expenses for you or your dependents, expenses directly relating to the purchase of your primary residence, preventing eviction from or foreclosure on your primary residence, or paying tuition and related expenses for the next 12 months of post-secondary education for you or your dependents. The withdrawal cannot exceed the need. You must pay a 10% penalty as well as income taxes on a hardship withdrawal. In some states additional penalties may apply. See your tax advisor for specific tax consequences.

Age 59-1/2

If you reach age 59-1/2 and have not terminated employment with Oracle, you may request a distribution from your 401(k) Plan account by submitting a distribution form. You are not subject to a penalty, but may have to pay income taxes on the amount you withdraw.

Severance

If you leave the Company, your 401(k) account is closed to further contributions. You submit a distribution form specifying your preferred method of payment and withholding elections for federal and state income taxes. If you do not roll these funds over into an IRA or into your new employer's 401(k) Plan within 60 days from distribution, your funds are subject to a 10% penalty and income taxes. In some states additional penalties may apply. See your tax advisor for specific tax consequences to you. Generally distributions are made within eight weeks after the beginning of the calendar quarter following the calendar quarter in which you return your distribution form. For example, if you terminate employment and return your distribution form on February 1, 1991, you will generally receive your distribution within eight weeks after April 1, 1991.

Death while employed

If you die while employed by Oracle, all funds in your account are distributed to your beneficiary. If you are married, your spouse is your beneficiary unless your spouse consented in writing to another beneficiary.

Tax consequences

See your tax advisor if you have any questions regarding the tax consequences of your participation in the 401(k) Savings and Investment Plan.

QUESTIONS

Contact Human Resources at e-mail userid.HRINFO for more information.

TIME OFF FROM WORK BENEFITS

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TIPS ON FLOW WORK BENEFITS

The benefits of flow work are numerous and can be realized by following a few simple guidelines. First, it is important to understand what flow work is and how it can be applied in your own work. Flow work is a type of work that is characterized by a high degree of concentration and focus. It is a state of mind where the individual is fully engaged in the task at hand and is able to perform at a high level of efficiency and effectiveness. This state of mind is often referred to as "flow" and is a key component of many successful work environments.

There are several ways to achieve flow work. One of the most important is to set clear goals and objectives for your work. This helps to provide a sense of direction and purpose, which is essential for maintaining focus and concentration. Another key factor is to break down large tasks into smaller, more manageable pieces. This allows you to stay focused on the task at hand and avoid becoming overwhelmed by the overall project. Additionally, it is important to take regular breaks and to manage your time effectively. This helps to prevent burnout and ensures that you are able to maintain a high level of performance throughout the day.

Flow work is a state of mind that can be achieved through a combination of these factors. By setting clear goals, breaking down tasks into smaller pieces, and taking regular breaks, you can create a work environment that is conducive to flow work. This will result in increased productivity, efficiency, and overall job satisfaction. Flow work is a valuable skill that can be applied in a wide range of work environments and is a key component of many successful work environments.

VACATION

If you are a full time regular employee, you accrue ten days of vacation per year for the first three years of employment (prorated by length of employment during each year you are with the Company).

If you are a full time regular employee and have completed your third year of full time regular employment, you accrue 15 days of vacation per year (prorated by length of employment during each year you are with the Company).

PRACTICE

Scheduling vacation

Schedule your vacation any time during the year, with your manager's approval.

Accruing vacation

If you do not use all of your vacation time during a year, you may carry over your vacation according to the following rules:

- If you have been a full time regular employee for three years or less, you can accrue up to 15 days of vacation
- If you have been a full time regular employee more than three years, you can accrue up to 23 days of vacation.

Once you reach these maximums, you cease accruing vacation time until you reduce your vacation balance by taking a vacation and reporting the vacation hours that you use to Payroll.

Should your employment at Oracle terminate, compensation for your accrued vacation is included in your final paycheck. If we have advanced you unaccrued vacation, we deduct this amount from your final paycheck. (Note that accrued vacation does not extend your termination date.)

Reporting vacation

If you work in an exempt position, report vacation hours taken to your cost center manager. Your cost center manager reports vacation hours taken to Payroll (e-mail userid TIMERPT).

If you work in a non-exempt position you should report vacation hours taken on your weekly timesheet.

QUESTIONS

Contact Human Resources at e-mail userid@HRINFO for more information.

HOLIDAYS

We offer full time regular employees ten paid holidays a year. Seven of these are scheduled and three are floating holidays.

See our Part Time Employment and Temporary Employment policies for information on paid holidays for part time and temporary employees.

PRACTICE

Scheduled paid holidays

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas

Floating holidays

In addition to the paid holidays listed above, we offer three floating holidays per year for you to choose yourself. Like vacation, you should schedule your floating holidays in advance with your manager. Floating holidays do not carry over to the following calendar year; use them before each year's end.

During your first calendar year with the Company, you are entitled to a prorated number of floating holidays depending on your hire date.

Hire Date On or Before:	Number of Floating Holidays:
April 30	3
August 31	2
December 1	1

QUESTIONS

Contact Human Resources at e-mail userid@HRINFO for more information.

SICK LEAVE

If you are a full time regular employee, we pay you your normal salary if you are unable to work for short periods because of illness or personal health emergencies.

PRACTICE

Illness and personal health emergencies

Sick leave is applicable only when you are unable to work for a period of one week or less because of illness or a personal health emergency experienced by you or by a member of your immediate family or household if your attention is vitally important under the circumstances. Absences of over one week are covered by our Personal Leave or Medical Leave Policy.

Requesting sick leave

Notify your manager of your leave as soon as possible.

QUESTIONS

Contact Human Resources at e-mail userid@HRINFO for more information.

MEDICAL LEAVE

You may take up to eight weeks, in a rolling twelve-month period, of paid medical leave if you are unable to work for medical reasons and have completed at least six months of continuous, full time regular employment. Your medical and dental coverage continues during a medical leave. The vesting of your stock options is tolled, and car allowance and draw payments are not made during medical leave.

If you are unable to return to work for an extended period (90 days or longer), you are to apply for long-term disability benefits.

PRACTICE

Requesting a medical leave

Request a medical leave as soon as possible before it begins. Your request is to include a written statement from your doctor estimating the period of time you need to be away from work. Obtain the approval of your manager and forward the approved request to Human Resources.

Taking a medical leave

Once Human Resources records your medical leave, you take it at the time recommended by your doctor. Notify your manager and Human Resources before you begin your leave. Make sure you tell your manager and Human Resources how to contact you during your leave.

Payment during a medical leave

You receive your base salary during medical leave. If you are on a sales compensation plan, your compensation plan and quota may be adjusted to take into account your leave. You are generally not eligible for commissions or bonuses on business that closes while you are on leave. Contact Human Resources to discuss your compensation plan.

Short-term disability coverage

California and some other states provide disability pay at a percentage of your salary. If you live in a state providing such coverage, we assist you in obtaining payment and deduct the amount you are due from the state from your normal paychecks.

Long-term disability coverage

We provide long-term disability insurance for full time regular employees. If you are disabled for more than 90 days, you may qualify for a disability benefit of two-thirds of your base salary. Contact Human Resources for more information and forms to apply for long-term disability benefits (see Disability and Other Insurance for information on long-term disability benefits).

Returning to work

You may return to work when your doctor determines you are able. Submit a written statement from your doctor to Human Resources, stating that you are able to work. When you return, we will do everything reasonably possible to reinstate you in your original position or a substantially similar position.

QUESTIONS

Contact Human Resources at e-mail userid@hrinfo for more information.

MATERNITY LEAVE

You may take up to eight weeks of paid maternity leave if you are disabled due to pregnancy, child birth, or related medical conditions and you have completed at least six months of continuous, full time regular employment. Your medical and dental coverage continues during a maternity leave. The vesting of your stock options is tolled, and car allowance and draw payments are not made during maternity leave.

PRACTICE

Requesting a maternity leave

Request a maternity leave well in advance. Provide Human Resources with a written statement from your doctor estimating the amount of time you need to be away from work.

Taking a maternity leave

You may work until your doctor states that you are physically unable to continue. You may begin your maternity leave at any time deemed necessary by your doctor. For example, if you are disabled due to pregnancy, you may take two weeks off before delivery and six weeks after. Your maternity leave begins when you stop working. Notify your manager and Human Resources before you begin your leave. Make sure you tell your manager and Human Resources how to contact you during your leave.

Payment during a maternity leave

You receive your base salary during maternity leave. If you are on a sales compensation plan, your compensation plan and quota may be adjusted to take into account your leave. You are generally not eligible for commissions or bonuses on business that closes while you are on leave. Contact Human Resources to discuss your compensation plan.

Extending a maternity leave

If your disability due to pregnancy, child birth, or related medical conditions continues, you may extend your maternity leave up to another eight weeks. If you need to extend your maternity leave, submit your request for an extended leave to your manager with a written statement from your doctor estimating the period of time you need to be away from work. Send a copy of your request and doctor's

statement to Human Resources. If you extend your maternity leave beyond the initial eight weeks, we pay a percentage of your salary, up to a maximum of 60%. You receive 40% of your salary if you have completed one year or less of continuous, full time regular employment, 50% if you have completed between one and two years, and 60% if you have completed two or more years.

Short-term disability coverage

California and some other states provide disability pay at a percentage of your salary. If you live in a state providing such coverage, we assist you in obtaining payment and deduct the amount you are due from the state from your normal paychecks.

Returning to work

You may return to work when your doctor determines you are able to work. Submit a written statement from your doctor to Human Resources, stating that you are physically able to work. When you return, we will do everything reasonably possible to reinstate you in your original position or a substantially similar position.

Using medical leave

You may not use both medical leave and maternity leave for the same pregnancy.

Parental leave

If you wish to request a parental leave not caused by your disability, see our Personal Leave policy.

QUESTIONS

Contact Human Resources at e-mail userid@HRINFO for more information.

We pay you for a maximum of two weeks while you are on jury duty.

PRACTICE

Requesting time off for jury duty

Notify your manager of scheduled jury duty as soon as you receive the summons.

Postponing jury duty

We may ask you to request a postponement of or release from jury duty if your absence from work critically impairs our business operations. You or your manager may contact Human Resources for help in seeking a postponement or release.

Payment for time off

You receive your regular paycheck for your first two weeks of jury duty. When you receive a check from the Court for jury pay, sign it over to Oracle Corporation, and forward it to Human Resources. We accept the check from the Court as proof of service. We apply the funds toward payment of your full salary during your time off from work.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

MILITARY LEAVE

If you are a Drilling Reservist, you may request up to two weeks of paid continuous leave per calendar year. All of your benefits continue during this time. Leave beyond two weeks is unpaid, and you may continue your healthcare benefits at our group rates at your own expense. Your time away from work will not be deducted from your vacation allowance or negatively affect your position within the Company.

PRACTICE

Requesting a military leave

If possible, give your manager reasonable notice of scheduled military leave, preferably as soon as you are notified. Forward a copy of the notification to Human Resources.

Postponing military leave

We may ask you to request a postponement of or release from military duty if your absence from work critically impairs our business operations. You or your manager may contact Human Resources for help in seeking a postponement or release.

Getting paid

You receive your regular paycheck for your first two weeks of military leave. When you receive a check from the government for military duty, sign it over to Oracle Corporation, and forward it to Human Resources. We accept the check from the government as proof of service. We apply the funds toward payment of your full salary during your time off from work.

Military leave beyond two weeks

If you are a reservist you receive unpaid leave of absence for military duty. You may continue your healthcare benefits during your military leave at our group rates at your own expense. The vesting of your stock options is tolled during military leaves over two weeks long. If possible, tell your manager and Human Resources how to contact you during your leave.

Returning to work

Notify Human Resources of your plan to return to work as far in advance of your return as possible. You are to request reinstatement within 90 days of your discharge from military duty. When you return, we do everything reasonably possible to reinstate you in your original position or in a substantially similar position.

QUESTIONS

Contact Human Resources at e-mail userid:HRINFO for more information.

QUESTIONS

Contact Human Resources at e-mail userid:HRINFO for more information.

BEREAVEMENT LEAVE

You may take up to five days of personal leave at full pay following the death of a parent, child, spouse, sibling, or committed partner. If you wish to request an extended leave, see our Personal Leave policy.

PRACTICE

Scheduling bereavement leave

Notify your manager immediately if you take a bereavement leave. Let your manager know how to contact you during your absence in case of an emergency.

QUESTIONS

Contact Human Resources at e-mail [userid HRINFO](mailto:userid@hrinfo) for more information.

COMPENSATION **PERSONAL LEAVE**

You may request up to six months of unpaid personal leave. Personal leave may be used to care for a newborn or adopted child, or an ill child, parent, or spouse, or to pursue educational or personal opportunities. In most cases, your personal leave is discretionary and requires approval by the CEO. You may continue your healthcare benefits during your personal leave at your own expense. The vesting of your stock options is tolled during your personal leave.

PRACTICE

Requesting and getting approval for a personal leave

Request your personal leave as soon as possible before you wish to begin your leave. Your request should include a clear statement of the purpose of your leave, as well as a schedule of your absence. Obtain approvals from your manager and senior management, and forward the approved request to Human Resources.

Taking a personal leave

Once Human Resources is notified of your approved personal leave, you may begin your leave at the time approved. Notify your manager and Human Resources before you actually take your leave. Make sure you tell your manager and Human Resources how to contact you during your leave.

Returning to work

Notify Human Resources of your plan to return to work at least two weeks prior to your return. We expect you to return to work on or before the last day of your approved personal leave. When you return, we make an effort to find a similar position for you.

QUESTIONS

Contact Human Resources at e-mail userid.HRINFO for more information.

THE HISTORY OF THE UNITED STATES

The first part of the book deals with the early years of the nation, from the time of the first settlers to the end of the American Revolution. It covers the period from 1607 to 1789.

The second part of the book deals with the years from 1789 to 1861. It covers the period from the beginning of the American Republic to the start of the Civil War.

The third part of the book deals with the years from 1861 to 1914. It covers the period from the start of the Civil War to the beginning of World War I.

The fourth part of the book deals with the years from 1914 to 1945. It covers the period from the start of World War I to the end of World War II.

The fifth part of the book deals with the years from 1945 to the present. It covers the period from the end of World War II to the present day.

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COMPENSATION AND INCENTIVES

Compensation
Incentives
Performance
Motivation

COMPENSATION

We pay you compensation based on your productivity and Oracle's performance in the marketplace. We evaluate both the quality and quantity of your work.

Your compensation is dependent only upon your position and productivity, and not upon your race, color, national origin, sex, marital status, age, religion, disability, sexual orientation, or Vietnam Era veteran status.

PRACTICE

Types of compensation

Salary: We pay you a base salary for the work you perform. Your semimonthly pay is equal to 1/24th of your annual salary. This salary may be adjusted annually.

Hourly wage: If you are paid on an hourly basis, we pay you for hours worked based on approved "Timesheet Hourly Forms" (Oracle*Mail template) submitted to Payroll (e-mail userid TIMERPT).

Bonus: You are eligible for a merit bonus if you are not on a commission plan. Your bonus is discretionary and becomes payable upon approval by senior management.

Commission: You are eligible for a commission and/or sales bonus if you are on a sales compensation plan. Your manager informs you if you are on a sales compensation plan.

Pay schedule

We pay you twice monthly -- on the 15th and last business day of each month.

Payroll closes books five working days before payday. Approved changes submitted past this deadline affect the following paycheck. All salary rate changes are effective the first day of the pay period for which they are submitted.

Vacation check

If you have not elected direct deposit of your paycheck and you plan to be away from work on a scheduled pay date, you may obtain an advance of your paycheck. Forward your manager's approval to e-mail userid PAYROLL no later than five business days prior to the pay date preceding the date you will be away. Payroll will process your advance and request that you enroll in our direct deposit program.

QUESTIONS

Contact Payroll at e-mail useridPAYROLL for more information.

We pay you overtime compensation if you work over eight hours in a day or 40 hours in a week and you work in a "non-exempt" position. You work in a non-exempt position if your job is covered by the Fair Labor Standards Act of 1938.

If you are in a non-exempt position, follow the procedures below to report the hours you work.

PRACTICE

Determining your status

Ask your manager if you are in a non-exempt position.

Reporting your hours

Record the number of hours you work each day. Our work day begins at 12:01am and ends at 12:00 midnight. Our work week begins Monday and ends Sunday.

Obtaining advance approval to work overtime

Obtain advance approval from your manager before working overtime.

Obtaining approval for your hours

Complete and forward the appropriate e-mail timesheet template to your manager for approval at the end of each work week. If you work in a salaried non-exempt position use the Oracle*Mail template "Timesheet Sal Non-Exempt Form". If you work in an hourly non-exempt position use the Oracle*Mail template "Timesheet Hourly Form". Your manager forwards your approved timesheet to e-mail userid **TIMERPT**.

Compensation schedule

If you work in a salaried non-exempt position, we pay you for your regular work hours in each paycheck for the pay period just ending and for overtime hours submitted on approved timesheets. If you work fewer than your regular hours in a week, we may deduct an appropriate amount from your next paycheck.

If you work in an hourly non-exempt position, we pay you for all hours submitted on approved weekly timesheets.

Overtime hours and rates

We pay you for overtime hours as follows:

- We pay you time-and-a-half for hours worked in excess of eight per day or 40 per week
- We pay you time-and-a-half for your first eight hours of work on your seventh day of work in a work week if you have worked 40 hours in the preceding work week
- We pay you double-time for hours worked in excess of 12 hours on each of the first six days of your work week, and hours worked in excess of eight hours on your seventh consecutive day of work
- We do not pay overtime for weekend or holiday work unless you exceed 40 hours in that work week.

QUESTIONS

Contact Payroll at e-mail userid@PAYROLL for more information.

EMPLOYEE REFERRAL PROGRAM

We pay you a bonus if we hire a candidate you refer for employment once that person works as a full time regular employee for 90 days.

PRACTICE

Referring a candidate

The most effective way to get your referral placed is to use your company contacts or look at our internal job postings on the Oracle Bulletin Board. Present the candidate's resume to the appropriate hiring managers. To ensure that you receive appropriate credit for the referral, write your name on the resume. We encourage you to refer candidates who will increase the cultural and ethnic diversity of our workplace.

If you don't have a specific opening in mind, send the candidate's resume to Recruiting together with a cover note describing where you think the candidate will fit within Oracle. Please print your name and sign and date the resume and cover letter.

Verifying a referral

The hiring manager notifies Human Resources that you referred a candidate by putting your name on the employee referral line of the "Offer Letter Request" template on Oracle*Mail. Please contact e-mail userid HROFFERS if you have a question about the status of a referral.

Payment of referral bonuses

If you earn a referral bonus, you will receive a separate check after the employee you referred has completed 90 days of full time regular work. You must be an Oracle employee when the 90 days are up to be eligible to receive the referral bonus.

We do not pay referral bonuses for part time or temporary employees you refer, nor do we pay a referral bonus if we are obligated to pay a search firm fee. A manager is not eligible for a referral bonus for anyone hired into his or her own group. No one at the vice president level or above is eligible for an employee referral bonus.

Referral bonus amounts

We pay bonuses for employee referrals, except for recent university graduates, of either \$500 or \$1,000 based on starting salary.

Recent university graduates

We normally do not pay a referral bonus for a new employee who joins us immediately after graduation. As an exception, we pay you a referral bonus of \$300 for a recent university graduate on two conditions:

- We would not have found the candidate through our university recruiting program (if, for example, we do not recruit at the candidate's university)
- You did not find the candidate as a result of your participation in our university recruiting program, including activities such as staffing career fairs, screening candidates, or otherwise representing Oracle on campus.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

We encourage you to explore ways to reduce our expenses and to improve our efficiency, quality, costs, and customer satisfaction. We offer recognition to those who participate in the Oracle Idea Plan.

PRACTICE

Eligibility

You are eligible if your idea addresses an opportunity outside your job responsibilities and objectives. For example, a salesperson does qualify for an award for developing a better way to ship products but does not qualify for an award for developing a more effective demonstration of Oracle software.

If your idea proposes a solution or strategy already planned, your idea does not qualify for recognition. For example, if a solution like your idea is on the annual objectives of a manager in the affected area, your idea is not eligible.

We must be able to implement your idea directly. For example, it must not first require solution of another problem or the development of new technology.

Submitting an idea

Submit a brief statement of your idea to e-mail userid HRINFO. Include the following in your plan:

- Your statement of the opportunity
- Your proposed solution including the specific situation and location to which your solution applies
- Your expectation of the benefits to Oracle.

Only the first idea that Human Resources receives addressing a specific opportunity is eligible for recognition. Human Resources dates each idea when they receive it -- this is the priority date used to determine who first recognized an opportunity.

Evaluating your idea

Human Resources returns your idea to you for resubmission if your idea does not meet the above requirements. The resubmission date becomes the new priority date.

An Idea Committee meets periodically to evaluate ideas and recommend implementation or rejection. After the Idea Committee meets, they notify you of the plan to implement your idea, or the reason for not implementing it.

Awards

Everyone who participates in the Oracle Idea Plan will be acknowledged. We appreciate the thought and motivation that goes into every idea for improvement.

If we adopt your idea, you receive appropriate recognition as determined at the discretion of the Idea Committee.

QUESTIONS

Contact Human Resources at e-mail [userid HRINFO](mailto:userid@hrinfo) for more information.

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MEMORANDUM FOR THE RECORD

TO: _____

FROM: _____

SUBJECT: _____

DATE: _____

ONE-ON-ONE MEETINGS

We encourage open, honest communication between you and your manager. At Oracle, a one-on-one meeting is a regular, pre-scheduled meeting with your manager. It is one of our primary communication tools for mutual teaching, exchange of information, and creative exploration of issues.

PRACTICE

Plan for your one-on-one

We encourage you to lead half of the meeting focusing the discussion on opportunities and problems in your work or on how to leverage your time better. You may want to focus on your career development, training, and other aspects of your personal and professional growth.

Schedule regular one-on-ones

We recommend you have a weekly, pre-scheduled one-on-one with your manager. While travel and vacation may interfere with these meetings, missing your regular one-on-one should be an exception, not the norm. If you and your manager are not located in the same office, arrange one-on-one meetings to be conducted over the phone. If you are not having regular one-on-one meetings with your manager, contact your manager's manager to arrange a one-on-one meeting.

QUESTIONS

Contact your manager or Human Resources at e-mail userid@hrinfo for more information.

PERFORMANCE EVALUATION

We expect your manager to give you feedback on your performance in your regularly scheduled one-on-one meetings and at other times during the year. Discussion topics may include what is expected of you, how you are performing against those expectations, and how your compensation is tied to your performance.

While the press of business, travel schedules, geographic separation from your manager, and vacations may make face-to-face discussion difficult, we encourage you to discuss your performance with your manager regularly.

PRACTICE

Schedule

We encourage your manager to evaluate your performance on an ongoing basis but at least once a year, usually in the first quarter of our fiscal year.

Form

When your manager evaluates you, you and your manager should agree upon a set of clearly defined expectations and requirements. Your manager may measure your performance against these criteria.

We provide evaluation forms for use at your manager's option. Your manager may modify these forms or provide an oral performance evaluation as appropriate.

Process

Your manager completes your evaluation and reviews it with his or her manager. You meet with your manager to discuss your performance and your personal comments, and work with your manager to agree upon future goals.

QUESTIONS

Contact Human Resources at e-mail userid@HRINFO for more information.

We may grant you salary increases based on your productivity and Oracle's performance in the marketplace. Your manager measures the quality and volume of your work. Decisions are not influenced in any way by your race, color, national origin, sex, marital status, age, religion, disability, sexual orientation, or Vietnam Era veteran status.

PRACTICE

Schedule

We normally consider you for a merit salary increase once each year during the first quarter of our fiscal year. Except for employees on annual compensation plans, raises are normally effective July 1 (retroactively, if necessary).

In rare situations, we grant raises at mid-year to adjust salaries for inequities, to reward exemplary performance, or to adjust for changes in responsibilities.

Eligibility

All full time regular employees are eligible for merit salary increases.

Amounts

The amount of any raise depends upon your productivity, Oracle's performance in the marketplace, Oracle's desire to fairly compensate outstanding employees, and other factors which the Company may wish to consider at its sole discretion.

Process

Each year the Management Committee normally sets raise percentage guidelines based upon the Company's performance. Managers recommend raises within guidelines and senior management reviews and approves all raise recommendations.

Your manager considers your performance relative to other employees in your department when making raise recommendations. Thus, while raises on average approach the raise percentage guidelines, your raise may vary from that average according to your relative performance. Raises are discretionary.

Reporting

Your manager reports any raise to Human Resources (see Personal Information) to update your employment file and payroll records. Your raise becomes effective upon approval by senior management and processing by Human Resources through Payroll.

QUESTIONS

Contact Human Resources at e-mail [userid HRINFO](mailto:userid@hrinfo) for more information.

PROMOTIONS

We offer you promotions to positions with greater responsibility and greater impact on the Company's business based on outstanding performance in your current position. Promotion decisions are not influenced in any way by your race, color, national origin, sex, marital status, age, religion, disability, sexual orientation, or Vietnam Era veteran status.

PRACTICE

Schedule

You can be promoted at any time during the year. Your manager recommends you for promotion after you demonstrate your ability and potential for an unfilled position within the Company. Your promotion becomes effective upon approval by senior management.

Compensation

Your promotion may or may not be accompanied by an increase in compensation. Adjustments in your compensation generally occur during annual compensation reviews and may be retroactive to the date of your promotion.

Reporting

Your manager reports your promotion to Human Resources (see Personal Information) to update your personnel record.

QUESTIONS

Contact Human Resources at e-mail userid HRINFO for more information.

TRANSFERS

After you have been in your current position for a reasonable period of time, we encourage you to explore and seek opportunities within the Company. We realize that it is in our interest to let you learn and expand your capabilities by working in different jobs within the Company. Your moving into a position that more closely meets your evolving skills and interests, in which you can make your greatest and most enthusiastic contribution, is an obvious benefit to both you and our Company.

Transfer decisions are not influenced in any way by your race, color, national origin, sex, marital status, age, religion, disability, sexual orientation, or Vietnam Era veteran status.

PRACTICE

Seeking a new position

We provide internal job postings in the Oracle Bulletin Board.

Setting up an interview

To respond to a job posting, approach the contact person listed in the job posting to arrange an interview with the hiring manager. You may also contact a manager of an organization in which you are interested in working to discuss transfer possibilities. You are not obligated to inform your manager.

Obtaining approvals

If you and a hiring manager establish mutual interest, your hiring manager notifies your current manager and works with your manager to arrange a mutually acceptable date for your transfer. Your hiring manager obtains approval from both the current and hiring organizations up to the appropriate level of senior management. The CEO approves all transfers between organizations headed by his direct reports. All approvals are to be in place before the effective date of the transfer.

No compensation changes

Other than going on or off of a fixed compensation plan, you will not receive a salary or other compensation change due to a transfer. Rare exceptions may be approved by the CEO.

Reporting transfers to Human Resources

Your new manager notifies Human Resources of your approved transfer before the effective date to update your personnel records.

QUESTIONS

Contact Human Resources at e-mail userid:HRINFO for more information.

TRAINING

We provide you training developed by expert business units to increase your productivity and to help you move to positions with greater responsibility and greater impact on the Company's business. You are encouraged to take a minimum of one week of formal training each fiscal year. Technical and sales people are encouraged to take up to four weeks of formal training each year. You work with your manager to establish the appropriate amount of training for you.

PRACTICE

Obtaining training

You and your manager establish quarterly and yearly training plans. You set objectives together, identify the courses you need, plan your schedule, and review the results.

You obtain formal classroom training through Oracle University classes or external training paid for by the Company. Oracle University publishes a quarterly schedule of classes and announces each course 30 days in advance via e-mail.

Oracle University training is also available through self study which includes curricula such as computer-based training, video and audio tapes, and class notes. You will find detailed information about both live and self-study courses in the Oracle University Training Inventory.

Recording and reporting

Oracle University maintains a worldwide database of classroom training achieved through Oracle University and provides this information to managers in all countries in which we do business. Managers use this information to assist them in career planning and making job assignments and other managerial decisions.

QUESTIONS

Contact Oracle University at e-mail userid ORACLEU for more information.

CERTIFICATION

We offer an Oracle certification program through Oracle University. Obtaining certification formally demonstrates your knowledge and skills in Oracle technology and related professional practice areas.

PRACTICE

Obtaining certification

You and your manager establish a plan that fits the requirements of your current responsibilities and career path. You become certified by passing exams developed by expert business units and offered through Oracle University. These exams may include written and on-line tests, building of prototypes and applications, and expert review. You may take a certification exam without formal training if you have already achieved the knowledge or skills through other means.

Recording and reporting

Oracle University maintains a worldwide database of all employee certification achieved through Oracle University and provides this information to managers in all countries in which we do business. Managers use this information to assist them in career planning, in matching knowledge and skills to project and job assignments, and in making other managerial decisions.

QUESTIONS

Contact Oracle University at e-mail userid ORACLEU for more information.

GRADUATE EDUCATION REIMBURSEMENT

We are committed to helping you further your education in subjects related to your work, and we reimburse you for approved coursework provided you are a full time regular employee.

PRACTICE

Eligible expenses

The Company reimburses you for education expenses if:

- Your course selection relates to your present or near-future responsibilities in the Company
- You obtain approval of the Vice President from your organization
- You complete your courses with a grade of "B" or better; if you take courses on a pass/fail basis you must show that the school's grading system considers "pass" equivalent to a grade of "B" or better.

We do not reimburse education expenses incurred by an employee who voluntarily leaves Oracle prior to completion of the course.

We reimburse 100% of the costs of tuition, textbooks, equipment-use fees, and other non-refundable fees directly related to a course. We do not pay for parking fees, application fees, calculators, personal computers, reference books, dictionaries, typing fees, binding fees, reproduction fees, or any costs of a personal nature such as late registration fees or entrance exams.

Requesting educational assistance

Complete an Education Reimbursement Program Approval Form. You may obtain this form through Oracle*Mail with the template "OU Education Reimbursement." Be sure to enter an estimated cost for the course including all eligible expenses which may apply to your situation. Submit the completed form (either as hard copy or as an e-mail note) to your manager and then Vice President for approval. Signatures and e-mail approvals are equally acceptable. Once you obtain the necessary approvals, you may enroll in the course. Keep your approved form.

Obtaining reimbursement

Upon completion of the course with a "B" or better, you may request reimbursement for costs you have incurred by submitting a Check Request Form with the approved Education Reimbursement Program Approval Form and original supporting documents (receipts for class expenses, copy of grade slip or certificate of

completion) to Accounts Payable. You may obtain the Check Request Form from Accounts Payable or Human Resources. Be sure to enter your cost center number and the appropriate account number (5168).

If you have incurred costs that exceed 110% of your estimated costs, you must reobtain approval signatures on the Check Request Form from your manager and Vice President. Once approvals are reobtained on the Check Request Form, submit it along with your approved Education Reimbursement Program Approval Form and all supporting documents to Accounts Payable.

Be sure to keep a copy of this paperwork for your files.

Pending successful verification of your request, Accounts Payable will issue a check to you or your designee at the address specified on the Check Request Form.

QUESTIONS

Contact Oracle University at e-mail userid@ORACLEU for more information.

CRIMINAL JUSTICE REIMPLEMANT

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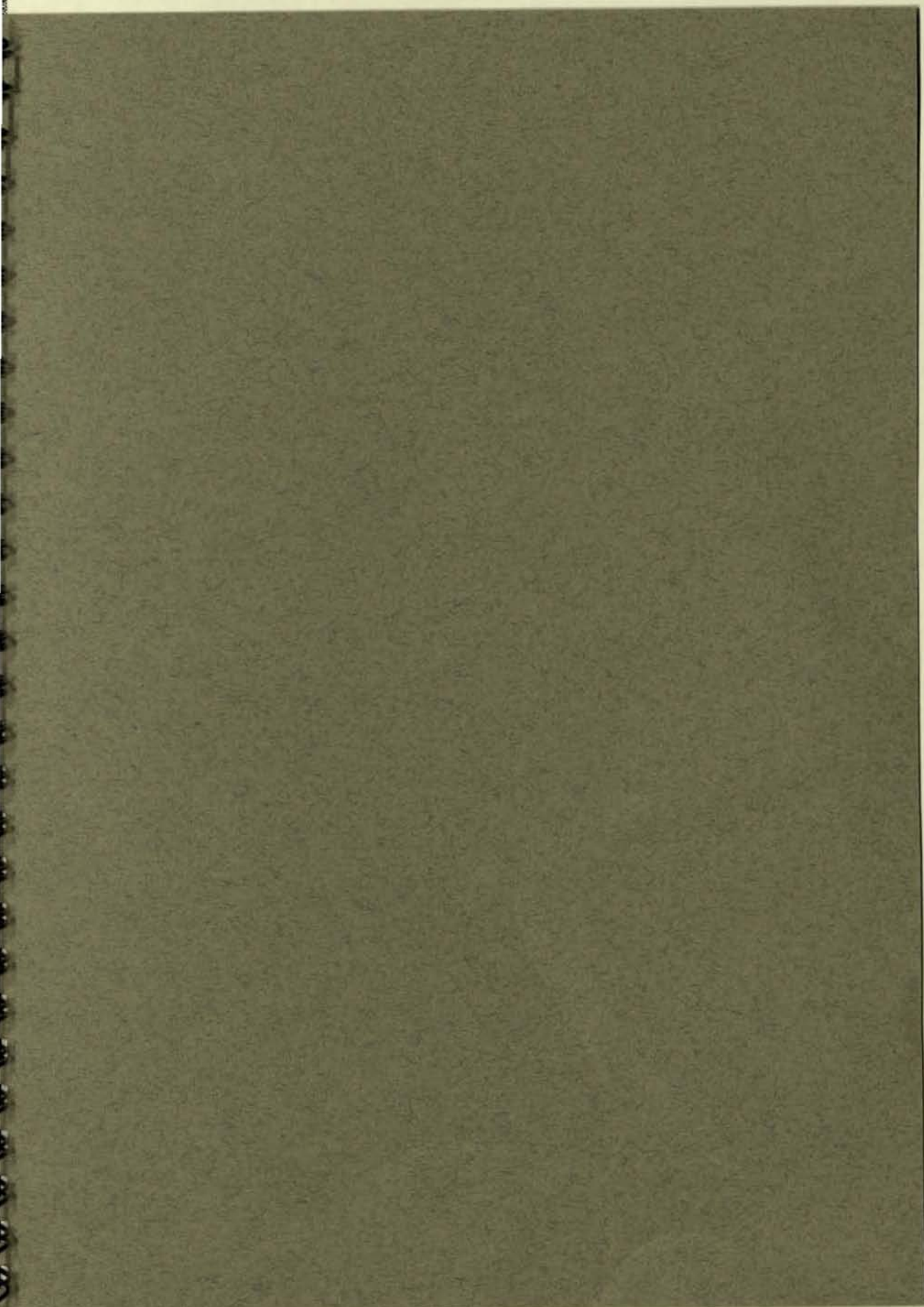
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304521891