FREDERIC W. COOK & CO., INC.

# STOCK OWNERSHIP POLICIES

Prevalence and Design of
Executive and Director Ownership Policies
Among the Top 250 Companies

SEPTEMBER 2004

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#### INTRODUCTION

#### REPORT OVERVIEW

This report presents information on formal stock ownership policies for executives and non-employee directors of the 250 largest U.S.-based companies in the Standard & Poor's 500 Index. Selection of these companies was based on their total market capitalization, i.e., share price multiplied by total common shares outstanding, as reported in the special Spring 2004 issue of *Business Week* magazine.

The following topics are covered in this report for both executives and directors:

- Prevalence of formal ownership guidelines
- Types of ownership guidelines
- Value of required ownership
- Design features of ownership guidelines

The information in this report is based on disclosure in company proxy statements issued through July 10, 2004, and on company web sites. It should be noted that comparisons to prior year practices generally do not reflect a constant company population, since, as noted above, a point-in-time snapshot of company size determines inclusion in this report. A total of 20 companies, representing 8% of the companies reviewed, did not appear in last year's report. Therefore, "trend" data can be influenced by changes in the company sample from year-to-year, as well as actual changes in ownership guideline practices.

#### **BACKGROUND**

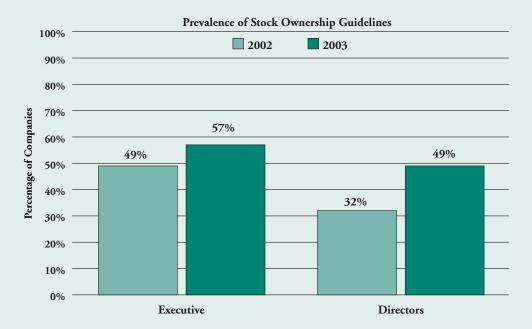
In our second year of producing this report, we see a continued trend of large corporations adopting stock ownership guidelines for both executives and directors. The acceleration in adoption has been most pronounced for directors.

The focus on ownership guidelines has been driven by the concerns of institutional investors after the spate of corporate scandals in recent years. In response to this increased concern, Institutional Shareholder Services, the proxy advisory firm, and other corporate governance "watch dogs" have included stock ownership guidelines as a factor in their assessment of companies' adherence to good corporate governance principles.

Because disclosure of stock ownership guidelines is voluntary, some of the practices we report as new may in fact be new disclosure of existing practices, rather than initial adoption of formal stock ownership guidelines. Be that as it may, we expect continued adoption of stock ownership guidelines among corporations of all sizes, as having such guidelines is viewed as corporate governance "best practice". We also believe the disclosure of ownership guidelines will continue to improve as corporations will, justifiably, want to receive credit for having adopted guidelines.

# PREVALENCE OF EXECUTIVE & DIRECTOR STOCK OWNERSHIP GUIDELINES

For the second year in a row, 2003 saw a surge in the number of disclosed formal executive and director stock ownership policies. Fifty-seven percent of the Top 250 companies disclose formal ownership guidelines for their executives, representing a 16% increase from 2002, and 49% of the Top 250 companies disclose formal guidelines for their directors, representing a 56% increase from 2002. This follows increases reported last year of 37% for executives and 46% for directors.



The prevalence of executive and director stock ownership guidelines is expected to continue to increase, perhaps at a slower rate than in recent years, since the existence of stock ownership guidelines is increasingly being viewed by investors as evidence of good corporate governance.

### TYPES OF OWNERSHIP GUIDELINES

For purposes of this report, ownership guidelines are grouped into two categories: "traditional" approaches and "retention" approaches. Traditional approaches primarily include multiple-of-salary/retainer and fixed share guidelines. For example, under multiple-of-salary guidelines, executives are expected to hold shares of company stock with a fair market value equal to a multiple of their base salary, often within a specified time period, such as five years.

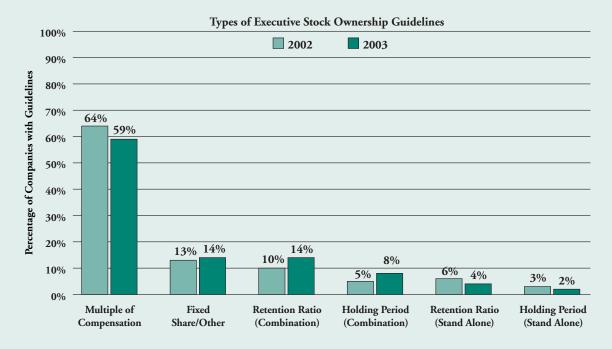
While the traditional approaches are simple to communicate to participants, these approaches are not optimal for several reasons:

- 1. There is no mechanism for eliminating the perception or ensuring that executives are not inappropriately using inside information to time their option exercises and insulate themselves from downside risk
- 2. In a rising stock market, the guidelines can become obsolete, as the ownership requirement becomes insignificant relative to amounts earned from equity compensation programs, and executives may be able to sell substantial amounts of stock without violating the ownership policy
- 3. If share price fails to appreciate, executives must either purchase shares using their own resources or the company must relax enforcement, which undermines the intent of the guidelines
- 4. Depending upon time of hire and promotion, the guidelines may not be equally difficult for all executives/directors to achieve, e.g., option exercise prices for new hires may be significantly higher than long-tenured employees, making it more difficult for newly hired executives to accumulate sufficient ownership under long-term incentive programs with a heavy emphasis on stock options

Retention approaches, which express the ownership requirement as a percentage of the "profit shares" resulting from equity-based long-term incentives that must be retained following exercise or vesting, address the shortcomings of the traditional approaches. Profit shares are the shares remaining after payment of the option exercise price and taxes owed at exercise of options, vesting of restricted stock or earnout of performance shares. The retention ratio holding requirement may be enforced for an indefinite period of time (e.g., career) or a specified period of time (e.g., one year after receipt of option gains). Guidelines that require retention until termination of employment or board service are referred to as "retention ratio" guidelines, and guidelines that require retention for a specific period, which is less than a career, are referred to as "holding period" guidelines. Retention approaches are often used in combination with traditional ownership guidelines (e.g., 75% of profit shares must be retained until multiple-of-salary guidelines are met).

#### TYPES OF EXECUTIVE OWNERSHIP GUIDELINES

"Traditional" ownership guidelines continue to be the most prevalent approach among the Top 250 companies, with 73% of the companies with guidelines using multiple of compensation and fixed share/other types of guidelines. The prevalence of the traditional guideline structure has lost some ground to combination approaches that include a retention feature, as evidenced by comparisons with 2002 levels:



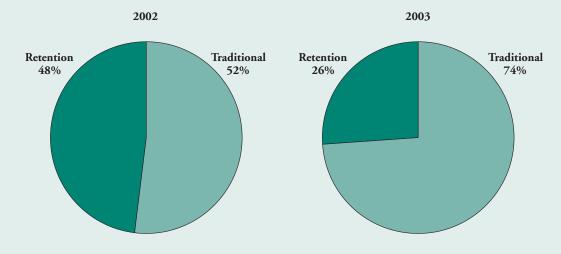
The following chart provides a detailed break-out of the types of guidelines in use at the Top 250 companies with formal executive ownership guidelines:

TYPE OF EXECUTIVE OWNERSHIP GUIDELINE									
	Traditional Approaches Retention Approaches								
	Multiple of				Combination Approa Multiple/Fixed Share			Holding	
	Salary	Annual Comp	Fixed Shares	Other <sup>(2)</sup>	Retention Ratio	Holding Period	Ratio Only	Period Only	Total <sup>(1)</sup>
	Galary	Comp	Onares	Other	Ratio	Teriou	Olly	Olly	10111
All Companies w/Guidelines									
No. of Companies	75	3	13	5	18	10	5	3	132
% of Total	57%	2%	10%	4%	14%	8%	4%	2%	100%
New/Changes									
No. of Companies	20	1	5	2	6	4	0	0	38
% of Total	53%	3%	13%	5%	16%	11%	0%	0%	100%

<sup>(1)</sup> Includes only companies that disclose type of guideline (i.e., excludes 11 companies that state that they have guidelines but do not describe them in enough detail to categorize them); total does not add up to 100% due to rounding

Among companies adopting or changing ownership guidelines during 2003, there was less of a shift to retention guidelines as was seen in 2002.

#### Companies That Implemented or Changed Ownership Guidelines



<sup>(2) &</sup>quot;Other" includes fixed dollar requirement and average of prior five-year option grants

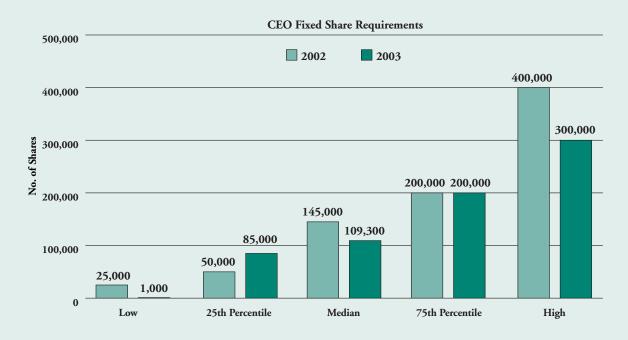
#### **CEO SALARY MULTIPLE**

The median CEO multiple of salary of 5X is unchanged from 2002; the range is from a low of 2X (Gillette and Sysco) to a high of 25X (Mellon Financial Corporation).



#### **CEO FIXED SHARE REQUIREMENTS**

The median number of shares required to be owned is 109,300 shares, which is a 33% decline from the 2002 median of 145,000 shares. The range is from a low of 1,000 shares (BB&T) to a high of 300,000 shares (McDonalds and Sara Lee).

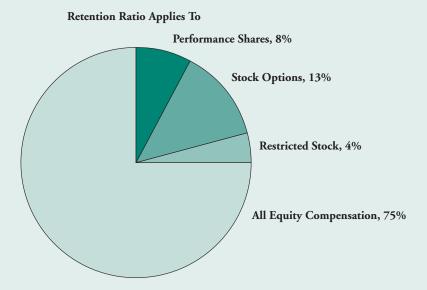


#### **RETENTION RATIOS**

Eighteen percent of the companies with guidelines incorporate a retention ratio. Retention ratios may be used in combination with traditional guidelines or as stand-alone guidelines. Seventy-eight percent of the companies using retention ratio guidelines use a retention ratio in combination with traditional stock ownership guidelines. The overall use of retention ratio guidelines has increased to 18% from 16% in 2002. The following examples illustrate various ways in which Top 250 companies use a retention ratio:

- Wells Fargo requires senior executives to retain at least 50% of the profit shares from stock options for their career with the Company
- Tyco International, which has multiple-of-salary guidelines, requires executives to retain 75% of the profit shares from option exercise and stock grants until the ownership guidelines are met. After the guidelines are met, executives are required to retain 25% of the profit shares for the balance of their careers with the Company
- MetLife imposes a 100% retention ratio until multiple-of-salary guidelines are met, with no further retention requirement over-and-above the guidelines once they are met

The retention ratio typically applies to all equity compensation awards, including stock options, restricted stock and performance shares.



Retention ratios apply before and after ownership guidelines are met at 28% of the companies that use a retention ratio in combination with traditional stock ownership guidelines. This design, as well as stand-alone retention ratios, support continuous accumulation of company stock throughout an executive's career and mitigates the risk of inappropriate use of inside information.

The following chart shows the retention ratios in effect at the companies that incorporate a retention ratio.

		Combination Approach Retention Ratio		
	Before Guidelines Met	After Guidelines Met	Retention Ratio Only	
American Express	75%	0%(1)		
Bristol Myers Squibb	100%	25%		
Burlington Northern Santa Fe	100%	0%		
Campbell Soup Co	50%	0%		
Citigroup Inc	75%	75%		
Conagra Foods Inc			100%	
Fifth Third Bancorp	50%	0%		
FPL Group Inc			$100\%^{(2)}$	
Heinz (H J) Co	75%	0%		
Hershey Foods Corp	$100\%^{(2)}$	0%		
J P Morgan Chase & Co			75%	
Kohls Corp			Not Disclosed	
Lowes Cos	100%	0%		
Mellon Financial Corp	75%	0%		
Merck & Co	$70\%^{_{(3)}}$	0%		
Metlife Inc	100%	0%		
Morgan Stanley	75%	75%		
Prudential Financial Inc	50%	0%		
Transocean Inc	100%	0%		
Tyco International Ltd	75%	25%		
Union Pacific Corp	100%	0%		
Wachovia Corp	75%	75%		
Wells Fargo & Co			50%	
Xerox Corp	50%	0%		

<sup>(1)</sup> After guidelines are met, select executives are required to hold 50% of profit shares for 1 year

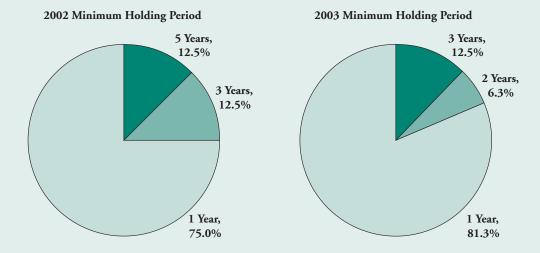
<sup>(2)</sup> Applies to performance shares only

<sup>(3) 60%</sup> for executives below the CEO

#### **HOLDING PERIODS**

Requiring executives to retain shares acquired from equity compensation limits executives' ability to profit based on sudden changes in a company's stock price. Ten percent of the companies with executive ownership guidelines have a holding period requirement, and 77% of these companies use a holding period requirement in combination with traditional stock ownership guidelines. The comparable levels for 2002 were 7% and 63%, respectively. Examples that illustrate the combination approach are General Electric and Waste Management, which have multiple-of-salary guidelines and also require top executives to retain 100% of profit shares from option exercises for at least one year.

The most prevalent minimum holding period is one year, which is found at 81% of companies with holding periods up from 75% in 2002:

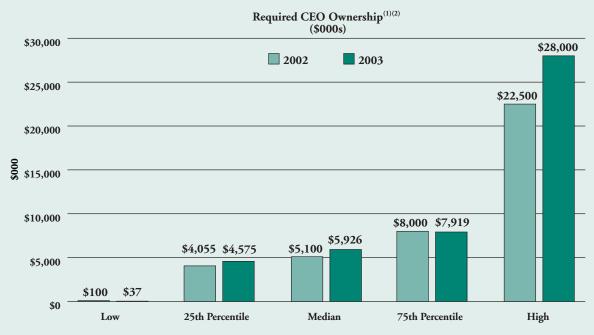


The holding period applies to a percentage of profit shares from option exercises, typically 100%, at most of the companies with holding period requirements. MBIA requires a three-year hold on shares acquired from its restricted stock program only, and does not permit exercise of stock options until three years before option expiration. The following table shows the percent of profit shares that are subject to holding period requirements:

	% Profit Shares Subject to Holding Period
American Express	50%(1)
Adobe Systems Inc.	25%
Bank Of America Corp	100%
General Electric Co	100%
Gillette Co	100%
Honeywell International Inc	100%
Keycorp	100%
Lilly (Eli) & Co	100%
Lucent Technologies Inc	100%
MBIA Inc	100%
Pepsico Inc	$40\%^{(2)}$
Procter & Gamble Co	100%
Time Warner Inc	75%
Waste Management Inc	$100\%^{(3)}$
<ol> <li>Applies to select executives after guidelines are met</li> <li>Expected to hold 80% on a pre-tax basis; assumes a 50% tax</li> <li>Expected to continue to hold 50% after 1-year holding period</li> </ol>	

#### VALUE OF REQUIRED CEO OWNERSHIP

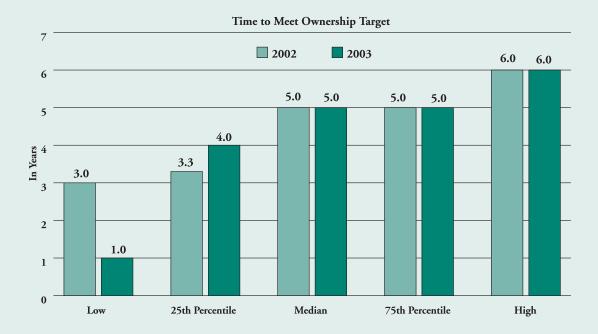
There is significant variation in the value of company stock that is required to be held under the CEO stock ownership guidelines. The median CEO ownership requirement is approximately \$6 million, which is an increase of 16% over 2002's median of \$5.1 million, and the range is from a low of \$37,000 (BB&T) to a high of \$28 million (Hewlett-Packard).



- (1) Values calculated using June 30 closing stock prices, where applicable.
- (2) 2003 data based on 112 companies and 2002 data based on 83 companies. Value not calculated for companies that have retention ratio-only and holding period-only guidelines or companies that do not disclose sufficient information for the value of the CEO ownership requirement to be determined.

#### TIME TO MEET OWNERSHIP GUIDELINES

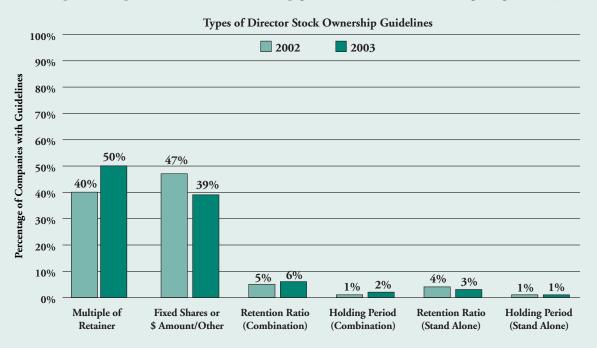
Executives are generally expected to meet traditional ownership requirements within three to five years following implementation or first being subject to the ownership policy, which is unchanged from 2002.



Fixed time periods to comply with ownership guidelines are not typical under retention approaches, particularly guidelines combining traditional approaches with a retention ratio or stand-alone retention ratio guidelines. This is because the retention ratio provides a process for the executives to continuously meet the guidelines; thus, ownership levels will always increase to the extent the executive realizes profits from the equity compensation program.

#### TYPES OF DIRECTOR OWNERSHIP GUIDELINES

Traditional ownership guidelines like multiple of retainer and fixed share or dollar amount/other guidelines are used by 89% of the Top 250 companies with director ownership guidelines, which has not changed significantly from 2002.



The following chart provides a detailed break-out of the types of guidelines in use at the Top 250 companies with formal director ownership policies. Traditional approaches are more prevalent for director guidelines than found for executive guidelines.

TYPE OF DIRECTOR OWNERSHIP GUIDELINE									
		Traditional Approaches			Retention Approaches				
				Combination Approach Multiple/Fixed Shares		Retention	Retention Holding		
	Multiple of Retainer	Fixed Shares	Fixed \$ Amount	Other <sup>(2)</sup>	Retention Ratio	Holding Period	Ratio Only	Period Only	Total <sup>(1)</sup>
All Companies w/Guideline	es								
No. of Companies	60	35	9	3	7	2	4	1	121
% of Total	50%	29%	7%	2%	6%	2%	3%	1%	100%
New/Changes									
No. of Companies	26	10	5	1	1	1	2	0	46
% of Total	57%	22%	11%	2%	2%	2%	4%	0%	100%

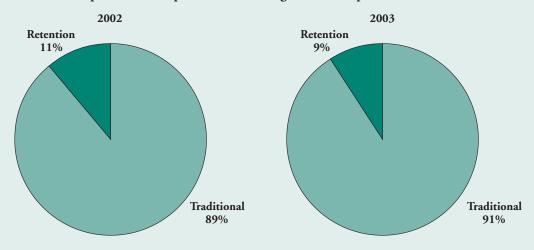
<sup>(1)</sup> Includes only companies that disclose type of guideline (i.e., excludes two companies that state that they have guidelines but do not describe them in enough detail to categorize them); total does not add up to 100% due to rounding

<sup>(2) &</sup>quot;Other" includes greater of fixed shares or multiple of retainer, and multiple of annual equity compensation

For purposes of this report, director compensation that is paid in deferred stock units that are not distributable until termination of board service or later are not considered to be formal ownership guidelines. For example, General Electric, which pays 60% of director compensation in deferred stock units that are not distributable until one year after termination of service, is not considered to have formal ownership guidelines. This design eliminates the need for formal stock ownership guidelines, and is arguably an equally effective means of ensuring that directors acquire and hold significant amounts of company stock. If companies paying director compensation in deferred stock units that are not distributable until termination of service (or later) were included, 66% of companies would be deemed to have a director ownership policy vs. the 49% that have formal ownership guidelines.

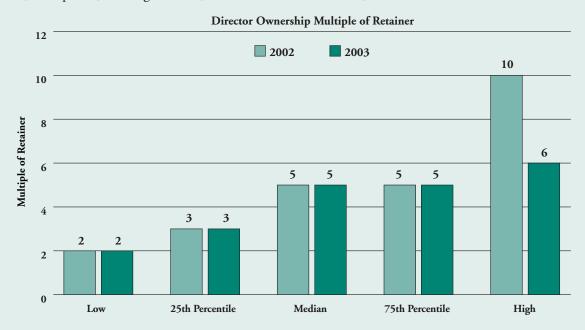
Companies adopting or changing ownership guidelines during 2003 continued to show a preference for traditional approaches, as was seen in 2002.

#### Companies That Implemented or Changed Ownership Guidelines



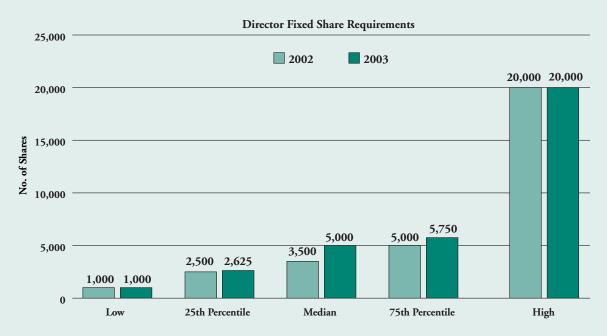
#### **DIRECTOR RETAINER MULTIPLE**

The median director multiple of annual retainer is 5X, which is unchanged from 2002; the multiples range from a low of 2X (8 companies) to a high of 6X (Procter & Gamble and UPS).



#### **DIRECTOR FIXED SHARE REQUIREMENTS**

The median director share ownership requirement is 5,000 shares, which is a 43% increase from 2002's median of 3,500.



#### **RETENTION RATIOS**

Nine percent of companies with director ownership guidelines incorporate a retention ratio, which has not changed from 2002. Of these, 64% use a retention ratio in combination with traditional stock ownership guidelines. The following chart shows the retention ratios in effect at companies that incorporate a retention ratio:

_	Combination Approach Retention Ratio			Retention Ratio Applies to		
	Before Guidelines Met	After Guidelines Met	Retention Ratio Only	Stock Options	Stock Awards	All Equity
Bristol Myers Squibb	25%	0%			X <sup>(1)</sup>	
Citigroup Inc	75%	75%				X
Coca-Cola Enterprises	33%/23%(2)	0%			$X^{(2)}$	
Conagra Foods Inc			100%			X
General Mills Inc	100%	0%				X
General Motors Corp	100%	100%			X	
Guidant Corp	100%	0%				X
Honeywell International Inc	100%	100%		X		
Lucent Technologies Inc			50%			X
Masco Corp			50%		X	
Mellon Financial Corp			75%	X		

<sup>(1)</sup> Retainer paid in DSUs until ownership guidelines are met

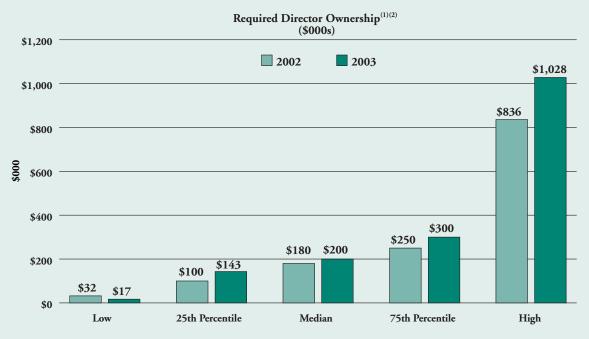
#### **HOLDING PERIODS**

Only three companies, Adobe Systems (new adoptee), Time Warner and PepsiCo, impose holding period requirements on directors. Adobe Systems requires directors to hold 25% of profit shares from option exercises and restricted stock vesting for at least two years until share ownership guidelines are met. Time Warner requires directors to hold 75% of profit shares from option exercises and restricted stock vesting for at least one year; directors are also subject to minimum stock ownership guidelines. PepsiCo requires directors to hold 80% of pre-tax option gains for at least one year after exercise.

<sup>(2)</sup> Until directors own 1% of common shares outstanding, 33% of meeting fees and 23% of annual retainer are automatically credited to a deferred compensation account in the form of phantom stock

#### REQUIRED DIRECTOR OWNERSHIP

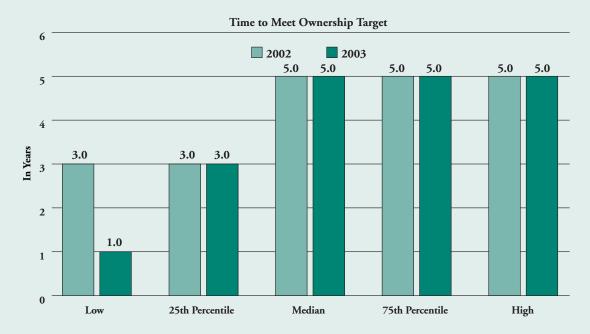
The value of required director stock ownership varies among the companies with guidelines. The median ownership requirement is approximately \$200,000, which is up from \$180,000 in 2002. The range of ownership requirements is from a low of \$17,000 (Southwest Airlines) to a high of approximately \$1,028,000 (American Express).



- (1) Values calculated using June 30 closing stock prices, where applicable
- (2) 2003 data based on 106 companies and 2002 data based on 60 companies. Value not calculated for companies that have retention ratio-only and holding period-only guidelines or companies that do not disclose sufficient information for the value of the director ownership requirement to be determined.

#### TIME TO MEET OWNERSHIP GUIDELINES

Directors are generally expected to meet traditional ownership requirements within three to five years following initial election as a director or implementation of guidelines, which is unchanged from 2002.



#### **TOP 250 COMPANIES**

3M Co Abbott Laboratories ACE Limited

Adobe Systems Inc.

Aetna Inc AFLAC Inc

Agilent Technologies Inc Air Products & Chemicals Inc

Albertsons Inc Alcoa Inc Allergan Inc Allstate Corp ALLTEL Corp Altria Group Inc

American Electric Power

American Express

American International Group

Amgen Inc

Amsouth Bancorporation Anadarko Petroleum Corp

**Analog Devices** 

Anheuser-Busch Cos Inc

Anthem Inc Apache Corp Apollo Group Inc Applied Materials Inc Archer-Daniels-Midland Co

AT&T Corp

Automatic Data Processing

Avon Products
Baker-Hughes Inc
Bank Of America Corp
Bank Of New York Co Inc
Baxter International Inc

BB&T Corp

Becton Dickinson & Co Bed Bath & Beyond Inc

Bellsouth Corp Best Buy Co Inc Biomet Inc

Block H & R Inc

Boeing Co

Boston Scientific Corp

Bristol Myers Squibb Broadcom Corp

Burlington Northern Santa Fe

Burlington Resources Inc

Campbell Soup Co

Capital One Finl Corp Cardinal Health Inc

Carnival Corp

Caterpillar Inc Cendant Corp

ChevronTexaco Corp

Chiron Corp Chubb Corp Cisco Systems Inc Citigroup Inc

Clear Channel Communications

Clorox Co Coca-Cola Co

Coca-Cola Enterprises Colgate-Palmolive Co

Comcast Corp Comerica Inc.

Computer Associates Intl Inc

Conagra Foods Inc ConocoPhillips

Consolidated Edison Inc

Corning Inc

Costco Wholesale Corp Countrywide Financial Corp

CVS Corp
Danaher Corp
Deere & Co
Dell Inc

Devon Energy Corp Disney (Walt) Co Dominion Resources Inc

Dow Chemical

Du Pont (E I) De Nemours

Duke Energy Corp Eaton Corp eBay Inc Electronic Arts Inc

Electronic Data Systems Corp

EMC Corp

Emerson Electric Co

Entergy Corp

**Equity Office Properties** 

Exelon Corp Exxon Mobil Corp

Fannie Mae

Federated Dept Stores

Fedex Corp

Fifth Third Bancorp First Data Corp Firstenergy Corp Ford Motor Co Forest Laboratories Fortune Brands Inc

Franklin Resources Inc

Gannett Co Gap Inc

FPL Group Inc

General Dynamics Corp General Electric Co General Mills Inc General Motors Corp

Genzyme Corp Gillette Co

Golden West Financial Corp Goldman Sachs Group Inc

Guidant Corp Halliburton Co Harley-Davidson Inc Hartford Finl Svcs Grp Inc

HCA Inc Heinz (H J) Co Hershey Foods Corp Hewlett-Packard Co Home Depot Inc

Honeywell International Inc

Illinois Tool Works Ingersoll-Rand Co Ltd

Intel Corp

#### TOP 250 COMPANIES

Intl Business Machines Corp
Intl Game Technology

Intl Game Technolog
Intl Paper Co

J P Morgan Chase & Co

Johnson & Johnson Johnson Controls Inc

Kellogg Co Keycorp

Kimberly-Clark Corp KLA-Tencor Corp

Kohls Corp Kroger Co

Lehman Brothers Holdings Inc

Lexmark Intl Inc Lilly (Eli) & Co Limited Brands Inc Linear Technology Corp

Lockheed Martin Corp

Loews Corp Lowes Cos

Lucent Technologies Inc M & T Bank Corp Marathon Oil Corp Marriott Intl Inc

Marsh & McLennan Cos

Masco Corp

Maxim Integrated Products May Department Stores Co

MBIA Inc MBNA Corp

McDonalds Corp
Mcgraw-Hill Companies

Medtronic Inc

Mellon Financial Corp

Merck & Co

Merrill Lynch & Co

MetLife Inc

Micron Technology Inc

Microsoft Corp Moodys Corp Morgan Stanley

Motorola Inc

National City Corp

Newmont Mining Corp Nextel Communications

Nike Inc

Northern Trust Corp Northrop Grumman Corp Occidental Petroleum Corp

Omnicom Group Oracle Corp Paccar Inc Paychex Inc

Pepsico Inc
Pfizer Inc
PG&E Corp
Pitney Bowes Inc

PNC Financial Svcs Group Inc

PPG Industries Inc

Praxair Inc

Principal Financial Grp Inc Procter & Gamble Co Progress Energy Inc Progressive Corp

Prudential Financial Inc Public Service Entrp Grp Inc

Qualcomm Inc Raytheon Co Safeway Inc Sara Lee Corp

SBC Communications Inc

Schering-Plough
Schlumberger Ltd
Schwab (Charles) Corp
Sears Roebuck & Co
Simon Property Group Inc

SLM Corp Southern Co Southtrust Corp Southwest Airlines Sprint Corporation St Jude Medical Inc St Paul Travelers Cos

Staples Inc

Starbucks Corp State Street Corp Stryker Corp

Sun Microsystems Inc Suntrust Banks Inc Symantec Corp SYSCO Corp Target Corp

Texas Instruments Inc Time Warner Inc TJX Companies Inc Transocean Inc Tribune Co TXU Corp

Tyco International Ltd

U S Bancorp

Union Pacific Corp United Parcel Service Inc United Technologies Corp UnitedHealth Group Inc

Univision Communications Inc

Unocal Corp

Veritas Software Co Verizon Communications

Viacom Inc Wachovia Corp Walgreen Co Wal-Mart Stores

Washington Mutual Inc Waste Management Inc Wells Fargo & Co Weyerhaeuser Co

Wrigley (Wm) Jr Co

Wyeth Xerox Corp Xilinx Inc XL Capital Ltd Yahoo Inc

YUM! Brands Inc Zimmer Holdings Inc

#### **COMPANY PROFILE**

Frederic W. Cook & Co., Inc. provides management compensation consulting services to business clients. Formed in 1973, our firm has served almost 1,600 corporations in a wide variety of industries from our offices in New York, Chicago, and Los Angeles. Our primary focus is on performance-based compensation programs that help companies attract and retain key employees, motivate and reward them for improved performance, and align their interests with shareholders. Our range of consulting services encompasses the following:

- Compensation Committee Advisor
- Total Compensation Reviews
- Specific Plan Reviews
- Competitive Comparisons
- Directors' Remuneration
- Board/Committee Governance Matters
- Ownership Programs
- Incentive Grant Guidelines
- Performance Measurement
- Change-in-Control Protection
- Strategic Incentives

- Mergers & Acquisitions
- Restructuring Incentives
- Stock Option Enhancements
- Recruitment/Retention
   Incentives
- All-Employee Incentive Plans

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#### **OUR OFFICE LOCATIONS:**

New York	Chicago	Los Angeles	London
90 Park Avenue	One North Franklin	2121 Avenue of the Stars	Thru our affiliation with:
35th Floor	Suite 910	Suite 990	New Bridge Street
New York, NY 10016	Chicago, IL 60606	Los Angeles, CA 90067	Consultants
212-986-6330 phone	312-332-0910 phone	310-277-5070 phone	20 Little Britain
212-986-3836 fax	312-332-0647 fax	310-277-5068 fax	London, EC1A 7DH
			020-7282-3030 phone
	Website address:		020-7282-0011 fax

This report was prepared by DJ Shetty, with research assistance from Erin Bass-Goldberg and David Cole. Questions and/or comments should be directed to DJ Shetty at djshetty@fwcook.com.

www.fwcook.com

