

**BISSELL COMPANIES**  
***Interoffice Correspondence***

TO: Leadership Council Members

FROM: Operating Committee – Ned Curran, Joe Hallow, Howard Bissell,  
Clifton Coble, Tom Pizzo

DATE: January 12, 2010

SUBJECT: 401 (k) Matching

As we continue to evaluate the challenging economic times and financial performance of our operating divisions, we are compelled to announce that we are not able to assure you that there will be a company match on 401(k) contributions again this year. Therefore, you should be aware that as it relates to compensation paid in 2010, you cannot be assured that the company will match all, or a portion, of your 401(k) contributions. The company is not foregoing its 401(k) matching program permanently and may indeed in the future match all, or a portion (as we did in 2009), of what we would normally match under our Plan. We will continue to pay all of the costs associated with administering the Plan and will keep you apprised of the status of our ability to match from time to time throughout the year.

We are hopeful that our economy will rebound during the year and with it our operating performance will likewise improve. Until then, we believe taking actions such as this are consistent with our emphasis to preserve jobs within our organization as much as possible.

We regret that economic circumstances compel us to take this action. In spite of the uncertainty associated with a company retirement plan match, we strongly encourage you to continue to take advantage of the tax favored nature of our 401(k) plan as even without a match it is a very worthwhile way for you to save for your retirement.

If you have any questions about this announcement, please feel free to contact any member of the Operating Committee or any of our HR personnel.

ELC/bp

cc: T. Young  
M. Sitaras