

# Buyer's Oath

1. Buyers are the face of the company.
  - I recognize that buyers are the face of the company and will strive to conduct behavior that is dignified and upholds the DISCO Values.
  - I recognize that the purpose of a buyer is to procure the best goods under the best conditions.
  - Making suppliers a DISCO fan is an important role for a buyer.
2. Suppliers are our equal partners.
  - I recognize that suppliers are essential in achieving DISCO's business mission and will treat them with respect.
  - I will carefully consider proposals that are provided to me by a supplier.
  - I will speak respectfully to suppliers, regardless of our respective ages.
3. I will not accept any gifts.
  - I will not accept any money, goods or gifts from a supplier. If by any chance I accidentally accept a gift from a supplier, I will return it to them through the general manager of the Purchasing Division.
4. I will decline invitations for business entertainment whenever possible.
  - I will only accept invitations to dine from a supplier with the purpose of social interaction and/or exchanging information, provided that I have received approval from the general manager of the Purchasing Division and the general manager of my own division beforehand. Furthermore, I will submit a report of what occurred at the event to the general manager of the Purchasing Division and the general manager of my own department.
  - I will not request business entertainment at the expense of a supplier. If business entertainment is absolutely necessary, then it will be held at the expense of DISCO.
  - I will not accept any invitations to dine before a decision, selection, etc. has been made regarding important business discussions.
  - I will only accept invitations for the initial event I was invited to. Should I receive an invitation to partake in activities beyond the initial event, I will promptly decline.
  - I recognize that the purpose of dining with suppliers is to exchange information with them and make them DISCO fans, and I will act with the intention of hosting business entertainment for the supplier.
5. I will pursue the validity of prices.
  - I will always acquire competitive quotes in order to confirm the validity of prices.
  - Should I be unable to acquire a competitive quote, I will clarify the reason.
6. I will strive to take transparent and honest business endeavors.
  - I will uphold the law.
  - I will not acquire competitive quotes for the purpose of a competitive quote.
  - I will not place any open orders or partake in any other unfair business transactions. Furthermore, I will not condone these actions.
  - I will not partake in the borrowing and/or lending of money, goods or services in the course of business transactions conducted with a supplier.
7. I will not take conduct any behavior that will result in me being dismissed by a supplier.
  - DISCO provides suppliers with the right to dismiss a buyer. I understand that conducting behavior that is unsuitable for a buyer will result in my dismissal, and I will not conduct any behavior that will lead to my dismissal.
8. I will always end all business interactions with a smile and in a friendly mood, regardless of how rigorous the preceding negotiations were.

I accept the right to be dismissed from duty should I be clearly in violation of the above rules.

Date:

Department:

Signature:

Seal