

SUPPLIER RELATIONS

POLICY No.: **P-140**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

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I. PURPOSE

To state the basic policy concerning supplier relations.

II. SCOPE

This policy applies to all purchase transactions.

III. GENERAL

It is our policy to maintain and practice the highest possible standards of business ethics, professional courtesy, and competence in all our dealings. At all times, applicable laws must be scrupulously observed. In this regard the following should be observed when dealing with suppliers and their representatives:

1. Accord prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
2. Provide equal opportunity for all suppliers to make price and specification quotations.
3. Decline to take advantage of seller's errors and show consideration for seller's difficulties by cooperating whenever possible.
4. Explain as clearly and fully as possible to suppliers the reason for rejection of their bids/proposals.
5. Remain free from obligations to any supplier.
6. Keep informed about sources of supply, methods, services, and materials.