

Buyer's Oath

1. Buyers are the face of the company
 - Based on the awareness that buyers are the face of the company, I shall ensure that my words and deeds are dignified at all times in accordance with DISCO VALUES.
 - I am aware that the buyer's significance lies in procuring ever better items on ever better conditions.
 - Making suppliers "DISCO fans" is one of my most important roles as a buyer.
2. Suppliers are equal partners
 - I recognize that suppliers are essential equal partners in the drive to fulfill DISCO's mission, and will always treat them with respect.
 - I shall study all proposals from suppliers with seriousness.
 - I shall always use polite language irrespective of whether the supplier is older or younger than I.
3. I shall not accept gifts of any kind.
 - I shall not accept any cash or other gifts from suppliers. In the event that such gifts end up in my possession, I shall make sure they are returned via the manager of the Purchasing Division.
4. I shall do my utmost to refuse entertainment invitations
 - When I receive dinner or similar invitations from suppliers, I shall accept only those whose purpose is to foster relationships or exchange information after receiving the prior approval of the managers of the Purchasing Division and my own division. After the fact, I shall submit a report to the managers of the Purchasing Division and my own division.
 - I shall never take the initiative in seeking invitations. When absolutely necessary, I shall ensure that DISCO acts as host.
 - I shall not accept dinner or similar invitations immediately before important decisions on business negotiations or selections are made.
 - I shall only attend the meal portion, not the follow-ups, and will leave immediately if the offers are excessive.
 - I am aware that such business meals are an opportunity to exchange information and create DISCO fans, and shall act with the intent of entertaining the supplier myself.
5. I shall pursue fairness in pricing
 - I shall always seek competitive bids to confirm that prices are appropriate.
 - When I do not seek competitive bids, I shall clarify the reasons why.
6. I shall endeavor to fulfill my duties in a fair and transparent manner.
 - I shall obey the law.
 - I shall not seek false competitive estimates for the sake of appearances.
 - I shall never engage in the act of issuing fictitious orders, or overlook such acts.
 - I shall never allow myself to be put under a business obligation to a supplier, or put a supplier under an obligation to me.
7. No matter how tough negotiations may be, I shall always endeavor to conclude them with a smile and in an amicable atmosphere.

I am prepared to accept disciplinary dismissal in cases where I commit egregious offences against the above.

Year _____ Month _____ Day

Division

Signature & seal

Buyers shall be required to sign and affix their seals to this Oath once a year to ensure they remember its content at all times.