

PURCHASING POLICY

To Suppliers of Goods and Services:

This is a reminder to our suppliers of our policy to buy from those who are best in price, quality and service, according to our need. In support of this policy, our employees are instructed not to accept gifts or expensive entertainment from those who supply or wish to supply goods or services to us.

To assure complete impartiality and fairness to all our suppliers and to avoid embarrassment to our employees and to you, we ask that all appropriate people in your organization be advised of our policy. We are sure you will agree that adherence to this policy is in the best interests of everyone concerned. We are confident of your understanding and cooperation.