

## **Procurement Principles**

Crain Communications strives to conduct business in a lawful, ethical and moral manner in every aspect of our Company. We value our customers, our employees and business partners and we acknowledge that all parties are crucial to the remarkable success we have achieved for 100 years.

To maintain this success, we expect our Suppliers to follow our procurement principles in order to create a long lasting strategic partnership with Crain Communications.

- 1. Suppliers will finish tasks proficiently, within the given amount of time and within budget.
- 2. Suppliers will be accommodating and will show a positive attitude by working well with Crain Communications' employees, contractors and other suppliers, and will be easy to do business with.
- 3. Suppliers will provide work and/or products that meets or exceeds Crain Communications' expectations free of defects, professional in quality, and on time.
- 4. Suppliers will be proactive and plan ahead to resolve business problems.
- Suppliers will be dependable and truthful to Crain Communications and its customers and will do everything reasonably possible to maintain or improve on the good will Crain Communications has earned within their industry and their customer base.
- 6. Suppliers will safeguard Crain Communications' physical and intellectual assets when authorized by Crain Communications to use such assets.
- 7. Only with written authorization from Crain Communications may Suppliers speak to the press or others on behalf of Crain Communications.
- 8. Suppliers must at all times avoid the perception of or actual improprieties and/or conflicts of interests.
- 9. Suppliers shall immediately report any actual or potential conflict of interest to Crain Communications General Counsel.
- 10. Suppliers will immediately report any unethical or improper conduct by Crain Communications employees to Crain Communications General Counsel.