

BCI Trade Credit Exchange Code of Conduct

All BCI members, as representatives of their respective companies, agree to abide by the highest standards of professional conduct and to strictly adhere to [Federal and State Antitrust laws](#) which have been developed to protect economic freedom and promote fair competition in the market.

BCI member discussions, whether in monitored credit group meetings or in private communications outside of meetings, must be conducted in accordance with antitrust guidelines and the BCI Code of Conduct. Many BCI member companies are competitors and provide products and services to common customers. Maintaining trust and confidence that information sharing is being conducted ethically and properly is imperative. In summary:

- 1) There will be no agreements, written or implied, regarding setting prices, terms or discounts in any communications between members and/or competitors;
- 2) BCI members may discuss only past factual, completed transactional history. Future plans, policies, pricing and/or terms which may be under consideration cannot be disclosed;
- 3) Communications between BCI members about customers cannot include any slanderous or defaming comments or statements; and
- 4) Group meeting trade exchange activities will be conducted referencing respective company member numbers only; no company names will be used or associated with the respective trade information being exchanged.

As a third party, trusted custodian of confidential trade information, BCI maintains very strict controls to safeguard information to ensure continued trust within the BCI Network. It is therefore understood that:

- BCI uses this confidential trade information to compile proprietary reports exclusively “from BCI members for BCI members”. Under no circumstances may any of this privileged information be shared with or shown to a member company’s customer, non-credit department staff or any other party;
- BCI has a “give-to-get” information exchange policy, meaning a member company must provide their trade exchange information, including the reason why they are requesting information, to be able to receive information. Companies subscribed to a trade credit exchange group must submit customer names and respond to all relevant requests for reciprocal information in order to be eligible to receive the group’s book of reports;
- To obtain trade exchange information, a member company must, at a minimum, have an established buyer/seller relationship with a customer, be selling on COD and/or have a signed credit application for terms. Under no circumstances should a member company request trade exchange information for a prospective customer; “phishing” for information is strictly prohibited.
- The BCI member and credit group rosters are created and maintained by BCI to help facilitate communication and information exchange exclusively within The BCI Network. Rosters are the



property of BCI, are confidential and cannot be shared with anyone without BCI's express permission;

- BCI's information may include identifying, company and associated trade information on a common customer; this information should also be handled confidentially. If a BCI member company wants to learn the identity of a party listed on a BCI credit report, they should contact BCI, who will in turn obtain permission to release the requested identifying member/non-member company information; and
- BCI member company contacts with access to BCI's Trade Credit Exchange system must successfully complete annual antitrust compliance training to protect both the BCI Network, as well as each participating BCI member company.

Any violation of the above BCI Code of Conduct is considered a breach of confidence and will result in immediate suspension and potential expulsion from your respective BCI trade exchange credit group and/or The BCI Network.