

Edge International Code of Conduct

May 15, 2022

Operations of Edge are largely based on trust and commitment to do the right things. While we have some formal agreements and procedures, “professionalism among friends” is a better description of how we operate. We have developed this code of conduct because we are a broad and diverse group.

As members of Edge we commit to uphold the highest standards of ethical conduct. This code summarizes our commitments to each other, our Preferred Manufacturing Partners and our Preferred Service Providers. It is not necessarily exhaustive. Rather, it is intended to document key principals that extend far beyond these brief elements.

With Each Other

A. We will treat fellow Edge members with respect by:

1. Returning communications promptly – generally targeting within twenty four hours,
2. Charging each other fairly for products and services – see guidelines below, and
3. Making communications meaningful, observing e-mail and voice mail etiquette. Avoid e-mail “spam” by addressing communications only to those who have a reasonable interest in the communication.
4. Working issues with other team members directly with that individual – no “triangulation” or back channel gossip.

B. Maintain confidentiality:

1. Honor the Confidentiality Agreement you signed when joining Edge – it is still fully operative.
2. Bid parameters and pricing are confidential within the parameters of the job. Sometimes this includes restrictions among Edge Integrators. Honor the commitments you have made.

With Our Customers

A. We will tread bids and proposals with confidentiality.

B. We will seek to present Edge in the best possible light, affirming our fellow Integrators.

C. We will not ever share bids or pricing in anticompetitive ways. Such sharing is wrong and it can be illegal. Edge negotiates favorable volume prices from PMPs that apply to all. In addition we act as a best practices group of senior executives. It is against Edge’s policies, guidelines, and code of conduct to share bid pricing (aggregated or component) with anyone who is competing or might compete on that project.

Internal Pricing Guidelines Among Edge Integrators

In order to facilitate teamwork among Integrators Edge has agreed to the following pricing guidelines:

A. Shared Labor – for occasional use (extensive labor provided is to be negotiated):

1. “Best Customer” efforts to support fellow Edge Integrators
2. Charge “portal-to-portal” actual time – two hour minimum
3. No separate mileage
4. Quarter hour increments
5. Does not include site surveys which should be negotiated

B. Equipment Sold to Another Edge Integrator

1. Five percent over cost
2. Actual/reasonable additions for shipping, handling, etc.

C. These guidelines are voluntary and will not be “policed” by Edge. Difficulties in implementation should be brought to the attention of the DAC Chairman.

With Edge, Corporate

A. Reporting of monthly ProAV purchases to Edge is a contractual requirement. No PMP payments (VIR, COOP, etc.) will be remitted to an Integrator who does not fulfill this commitment until such commitment is fulfilled.