

EDC Educational Services
Code of Ethics

**** This must be submitted to become an Educational Consultant. ****

As an Educational Consultant, I agree to the following:

1. I understand that marketing to schools and libraries is a supplement to my UBAH business.
2. I understand that the school and library marketing program is a totally separate program. I cannot write up home parties or book fairs as a school or library sale, and vice versa, I cannot write up a sale from a school or library as a home party, book fair or direct sale.
3. I understand that the concerns, needs and services for the school and library customer come before my goals as an Educational Consultant.
4. I understand that I must approach the school and library market in a professional and knowledgeable manner. I must adhere to the training and requirements mandated in the School and Library Manual before presenting myself to schools and libraries for S & L sales.
5. I will respect the rights of individual Educational Consultants who have met their requirements to become an EC and have listed schools and libraries.
6. I will respect the rights that individual schools and libraries, districts and systems can mandate the number of vendors they will deal with from a certain publisher. They are the customer and what they require or request will be final.
7. I agree that I have to receive my verifying document that I am an EC before I can send in the paperwork required to list a school or library and I will check with my upline, supervisor or the Home Office to see if a school is listed before approaching that school.
8. I will use common courtesy when approaching an unlisted school or library. I will call ahead of time to make sure that they are not being serviced by another EC. If they have been approached or have a working relationship with another EC, I will respect the EC's right to deal with that school. In this example, 7 schools or libraries are already listed.
9. I agree that I am to learn about the purchasing policies and ordering procedures that affect the districts or library systems I am servicing and will adhere to those policies and procedures.
10. I understand that I am to call upon the schools and/or libraries at least twice a year or once per semester. A semester being defined as January through March and so on.

Consultant Signature

Date

Print name and ID#

Telephone Number