



CODE OF ETHICAL CONDUCT

Our Commitment

Discount Steel, Inc. is committed to conducting business in an ethical manner. Our Code of Conduct contains governing principles which apply to all aspects of operation. All Discount Steel team members acknowledge and agree to abide by these morals, though we also recognize the important role our customers and suppliers play in ensuring a safe, ethical, and socially responsible workplace.

Therefore, while the moral guidelines contained in our Code of Conduct display the high standards of ethics we expect from team members; we also encourage our supply partners and customers to strive to achieve the same standards throughout the course of our business relationship. Though this Code functions in tandem with our Terms of Sale, it does not supersede any obligations or agreements we may have with our suppliers and/or customers.

Thank you for your commitment to business ethics, we value our continued partnership!

Legal Compliance

The successful business operation and reputation of Discount Steel, Inc. is built upon fair dealing and ethical conduct. Our commitment to integrity and excellence requires careful observance of the spirit and letter of applicable laws, rules, and regulations. Discount Steel, Inc. will maintain legal compliance and expects its board members, officers, team members, supply partners, and customers to refrain from any illegal, dishonest, or unethical conduct. Discount Steel reserves the right to terminate employment, decline future business opportunities or sever existing relationships where legal compliance is not maintained.

Business Conduct

Our commitment to integrity and excellence requires scrupulous regard for the highest standards of conduct and personal integrity and we are dedicated to acting in a way that will merit the continued trust and confidence of the public. In general, the use of good judgement based on high ethical principles will provide guidelines with respect to what is deemed acceptable conduct. In addition, our core values – which define our fundamental beliefs – provide an unwavering guide for our actions and attitudes each day.

We encourage supply partners and customers to conduct themselves with high ethical standards and to have controls in place to detect and prevent fraud, misrepresentation of fact, theft, corruption, bribery, or extortion. All business dealings should be fair, legal, and honest.

Reporting Ethical Concerns

Team members, customers, and employees of suppliers are encouraged to follow the proper chain of communication to resolve internal ethical concerns. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly and honestly with the appropriate party. Any violation of this Code or any unethical behavior by a Discount Steel, Inc. team member should promptly be reported to a Discount Steel manager.

Every report of perceived injustice will be fully investigated and corrective action will be taken where appropriate. All concerns will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Discount Steel will only disclose information when deemed necessary to mitigate or eliminate imminent harm.

Equal Opportunity and Human Rights

Discount Steel, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived protected characteristics of individuals, groups, or otherwise. Our management team is dedicated to this policy with respect to all aspects of business. We observe fair labor practices and treat team members, customers, and vendors with dignity and respect.

Customer Service and Quality Control

Discount Steel, Inc. places significant value on customer service and are committed to providing quality products and services. We expect our supply partners to consider quality of product to be of paramount importance, and request that our customers and guests remain honest, transparent, and respectful in their testimonials.



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Health and Safety

The health and safety of team members and those who visit Discount Steel are of critical concern. We rely on team members to ensure that work areas are kept clean and free of hazardous conditions and request that anyone who visits Discount Steel remain conscientious of safety including following company policies and recognizing potential hazards. Any unsafe condition should be reported to a Discount Steel manager immediately. Continuous efforts are made to achieve a workplace free from injuries and illnesses.

Sustainability and Service

Discount Steel, Inc. strives to conduct business in a sustainable and responsible manner. We believe our social, environmental, and economic success will continue if allow this code to govern our actions with respect to people, planet, and profit. We seek supply partners and customers who share this commitment including environmental stewardship, conflict free supply chain, ethical business practices, profit sharing, and serving those in need.

Solicitation and Distribution

To avoid distraction and conflict of interest, solicitation by an employee or non-employee by another is prohibited on Discount Steel, Inc. premises at all times. Distribution of advertising material, handbills, propaganda, or other literature is not permitted. Important notices and items of general interest are posted for team members and guests of Discount Steel. We encourage review of this information to assist in keeping current with news and updates. Please do not post or remove any material from bulletin boards.

We have worked diligently to create an open, honest, ethical, and collaborative environment. When one of us succeeds, we all succeed. It is our team's shining light that enriches, enhances, and ignites those we connect with daily. In turn, we celebrate the achievements of our customers and supply partners and are ignited by their light each day. We are humbled, honored, and fortunate to be in the presence of, to serve, and to continue valued partnerships with others who share in this commitment.

Thank you for your dedication to business ethics

Accepting of Gifts and Tips

Though we appreciate kind gestures and embrace the spirit of giving, we discourage entertainment and gifts that could appear to influence a business decision. All gifts from supply partners, customers, or clients must be forwarded to the Human Resources Department for equitable distribution. Employees are not permitted to accept tips from customers including cash, checks, gift certificates, or other cash equivalents.

Confidentiality and Privacy

During the course of business, team members, supply partners, and guests may become aware of confidential information about Discount Steel Inc. including but not limited to product development and pricing, software and computer programs, marketing strategies, suppliers, customers, and/or potential customers. Discount Steel team members may also become aware of similar confidential information belonging to customers or vendors. All such information is to remain confidential, and particularly not to be disclosed to competitors. Confidential information is not to be improperly copied, removed, used, or disclosed. In some cases, an agreement reiterating these obligations may be requested.

A Note from the CEO




Diane Dormanen

