

ASCDI Anti-Counterfeit Committee
Individual Member Anti-Counterfeit Policy

[Insert Name of ASCDI Member here] ANTI-COUNTERFEIT POLICY

[Member] has adopted this Anti-Counterfeit Policy intended to mitigate the impact of counterfeit IT goods on [Member] and its customers and to develop best practices and strategies to identify, inspect, test, properly dispose of and report encounters with counterfeit goods. This is a zero tolerance Policy against knowingly and intentionally trafficking in counterfeit goods. Any employee found to be knowingly and intentionally trafficking in counterfeit goods is subject to immediate termination.

[Member] has adopted and has agreed to comply with the Association of Service and Computer Dealers International (“ASCDI”) Anti-Counterfeit Policy and Standard as amended from time to time.

[Member] bans counterfeit goods from its premises.

What to do upon discovery of an item suspected to be counterfeit:

- 1) Report to Management: Upon the discovery of an item suspected to be counterfeit, you are to promptly notify your immediate supervisor, including a detailed description of the item, the source of the item, the amount paid for the item, indicators of suspected counterfeit status and await further instructions;
- 2) Tag: The suspect item will be tagged and quarantined pending inspection, testing verification and disposal. No further action is to be taken with regard to the suspect item until notification by your immediate supervisor or management assumes responsibility for the handling of the suspect item;
- 3) No Return: Items suspected to be counterfeit shall not be returned to the source, and the [Member] will notify the source that it has received an item suspected to be counterfeit; and
- 4) Report to Law Enforcement and ASCDI: Upon verification that an item is counterfeit, management will report the facts and circumstances to law enforcement or other designated authority and to the ASCDI, and will dispose of as instructed.

What to do if a third party reports a suspected counterfeit item supplied by [Member].

- 1.) Notify your immediate supervisor or management upon receipt of a report from a customer, vendor, manufacturer or law enforcement that an item supplied by [Member] is suspected to be counterfeit;
- 2.) Upon receipt of such notification, obtain all information from the reporting source regarding the suspected item including its model and serial number, basis for the claim that the item is counterfeit, if available, and the current status and handling of the suspect item; and
- 3.) Do not request return of the suspected item.

[Member]’s Management Responsibility:

- 1.) In the case of a customer report of counterfeit status, management will promptly contact the customer and arrange for replacement or refund upon verification of counterfeit status. All other cases will be handled on a case by case basis;
- 2.) Report status of suspected counterfeit item to [Member] supplier and request investigation;
- 3.) Upon confirmation of counterfeit status, the [Member] will notify law enforcement and ASCDI;
- 4.) Properly dispose of counterfeit item as directed by law enforcement standards, industry standards or ASCDI standards.