

Washington & Jefferson College Vendor Code of Ethical Conduct

The mission of Washington & Jefferson College (W&J) is to graduate people of uncommon integrity, competence, and maturity, who are effective lifelong learners and responsible citizens and who are prepared to contribute substantially to the world in which they live. To this end, the College promotes the development of skills, knowledge, personal qualities, and a worldview that characterize a well-educated person. Because all components of the environment at W&J are designed and intended to support this mission, the College expects vendors of goods and services to conduct all aspects of business in accordance with the highest standards of ethical conduct. These include, but are not limited to, the following expectations:

Compliance with Laws, Regulations, and Policies

All vendors and contractors must follow all relevant policies of the College and comply with all local, state and federal statutes, regulations, and ordinances. These include laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, vendors are expected to require the same from their own subcontractors or agents. Vendors assume full responsibility for their actions and liabilities, including those of their subcontractors or agents.

Conduct in Transacting Business and Performing Work for W&J

Vendor representatives are welcome on W&J property for legitimate business activity and with the permission of appropriate College authorities. Representatives must carry employer-issued identification and must produce it upon request. The College reserves the right to prohibit solicitation.

Vendors may not offer College employees personal gifts or gratuities. Business lunches are acceptable provided the purpose is to promote efficiency and save time for everyone involved.

Vendors will not receive preference in purchase decisions simply by virtue of being alumni or otherwise having close relationships with the College or any of its employees or trustees. Procurement decisions will be made on the basis of competitive value, cost, service and quality.

Vendors will ensure that they and their representatives behave in a respectful and professional manner at all times. The College will not tolerate abusive or profane language; threats of violence; sexual or psychological harassment (including violations of federal Title IX policy); or racist expressions of any kind. Clothing and equipment must not display inappropriate messages or images, including those of a sexually suggestive, obscene, racist, profane, or derogatory nature.

Vendors will understand and fully comply with the College's policies (including federal Title IX policy) prohibiting sexual misconduct such as: inappropriate touching, requests for sexual favors, and unwelcome sexual comments and advances.

Vendors will ensure that their employees, subcontractors and agents refrain from using alcohol and/or drugs while on College property or in the performance of work on behalf of the College.

Vendors will respect the property of the College, its employees and students, taking care to avoid damage or other unnecessary impacts, such as dirt, dust, etc.

Employment Practices

Vendors will treat all of their employees with dignity and respect, and must not discriminate on the basis of race, color, religion, sex/sexual identity, age, physical disability, national origin, creed or any other basis prohibited by law.

Vendors must ensure that they meet legal requirements for withholding and payment of all federal, state, and local taxes, workers' compensation and other contributions with respect to the suppliers' employees. W&J will not withhold taxes, unemployment insurance or social security for suppliers' employees or independent subcontractors. Thus, vendors agree to indemnify and hold W&J harmless from and against any and all liability arising from any failure to withhold or pay any applicable tax, unemployment insurance or social security when due.

Vendors are expected to adopt sound, fair and legal labor practices, complying with laws governing minimum working age, minimum wage and overtime pay, and maximum hours of daily labor.

Vendors must provide their employees with training, equipment and policies to ensure competence, health and safety while working.

Agreement to Comply with This Code

W&J is committed to working with and supporting our vendors to meet, and when possible, exceed, the requirements in this Code of Ethical Conduct. By accepting any business from the College, vendors acknowledge their agreement and willingness to be held accountable to these requirements. The College reserves the right to discontinue a relationship with a vendor for failing to adhere to this Code of Ethical Conduct or for any other reason. A vendor's acceptance of this Code of Ethical Conduct does not ensure a relationship nor future business.