**University of Washington**

**Supplier Code of Conduct**

**Business Practices**

**Compliance with Applicable Laws and Regulations**

Suppliers are expected to conduct their business activities in full compliance with all applicable laws and regulations, including but not limited to all environmental laws and regulations, and all laws, regulations and internationally adopted restrictions concerning bribery and corruption.

**Health and Safety**

Suppliers must ensure a safe and healthy work environment for their employees.

**Child and Forced Labor**

Suppliers must not use child, forced or indentured labor.

**Wages and Benefits**

The University believes it is important to pay a living wage for work performed. Suppliers must comply with all applicable laws relating to wages and benefits, and must pay the legally prescribed minimum wage or the prevailing industry wage, whichever is higher.

**Working Hours**

Suppliers must not require their employees, on a regularly-scheduled basis, to work in excess of 60 hours per week (or fewer hours if prescribed by applicable laws and regulations). All overtime must be voluntary and must be fully compensated in accordance with the requirements of local law, and except in extraordinary circumstances, employees must be entitled to at least one day of rest in every seven-day period.

**Harassment or Abuse**

Suppliers must respect the rights and dignity of their employees. We will not tolerate human rights abuses, including physical, sexual, psychological or verbal harassment or abuse of workers.

**Discrimination**

Workers must be employed, retained and compensated based on their ability to perform their jobs, and must not be discriminated against on the basis of gender, race, color, national origin, religious, ethnic or cultural beliefs, age, or any other prohibited basis.

**Freedom of Association**

Suppliers must respect the rights of their workers to choose (or choose not) to freely associate and to bargain collectively where such rights are recognized by law.

**Environment**

The University is committed purchasing products and services whose environmental impacts are found to be less damaging to the environment and human health. The University expects suppliers to continuously develop price competitive, environmentally sound, and safe products and services that help us achieve our environmentally preferred purchasing objectives.

Suppliers will comply with all applicable environmental laws and regulations and must abide

by the three principles on the environment that are set out in the *United Nations Global*

*Compact* : 1) supporting a precautionary approach to environmental change; 2) undertaking

initiatives to promote greater environmental responsibility; and 3) encouraging the

development and diffusion of environmentally friendly technologies. To comply with these

principles, Suppliers are to ensure that the resources and materials they use are

sustainable, are capable of being recycled and are used effectively with a minimum of waste

unless the University specifically requests supplier to use a specific product or material.

Where practicable, suppliers also are to utilize technologies that do not adversely affect the

environment; and, when such impact is unavoidable, to ensure that is it minimized.

**Subcontractors**

Suppliers must ensure that all subcontractors and any other third parties they use in the production or distribution of goods offered for sale to the University comply with the principles described in this Code of Conduct.

**Monitoring and Compliance**

The University or its designated third party auditor or agent shall have the right to monitor and assess compliance with these principles. A violation of this Code of Conduct may result in required corrective action, cancellation of purchase order(s) and/or termination of the business relationship.

**Gifts and Gratuities**

In accordance with RCW 42.52, Ethics in Public Service, University employees may not accept for personal use: gifts, gratuities or any item of economic value. IDE agrees to offer no such items to any University employee.

**Conflict of Interest**

Conflicts of interest between a supplier and University employee, and the appearance thereof, should be avoided.

**Privacy and Security**

Federal and state laws require the University and suppliers to provide for the privacy and security of member and patient information. Suppliers are responsible for assuring their employees who provide any services to the University are knowledgeable about the requirements of both the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rules. If University patient protected health information will be disclosed to you, or if you will have access to such information, we may be required to enter into a business associate agreement.

Suppliers shall comply with all federal and state laws and regulations as well as University policies, procedures and guidelines relative to the confidentiality and privacy of University employees and students.

**Ineligible Vendors**

The University will not conduct business with any supplier, if it or any of its officers, directors or employees is, or becomes, excluded by, debarred from, or ineligible to participate in any federal healthcare program, or is convicted of a criminal offense in relation to the provision of healthcare. The University expects each supplier to (a) disclose whether any of its officers, directors or employees becomes sanctioned by, excluded from, debarred from, or ineligible to participate in any federal program or is convicted of a criminal offense related to the provision of healthcare and (b) assume full responsibility for taking all necessary steps to assure that suppliers employees directly or indirectly involved in providing goods and services to the University have not or are not currently excluded from participation in any federal program.

**Fraud, Waste and Abuse**

The Universitywill investigate allegations of Vendor fraud, waste or abuse and, where appropriate, will take corrective action, including but not limited to civil or criminal action. The Federal False Claims Act and similar state laws are designed to reduce fraud, waste and abuse by allowing citizens to bring

suit on the behalf of the federal government to recover fraudulently obtained funds (i.e., “whistleblower” or “qui tam” actions).University employees may not be threatened, harassed, or in any manner discriminated against in retaliation for exercising their rights under the Federal False Claims Act or similar state laws.

**Other Laws**

Suppliers will comply with all applicable local, national and international laws, regulations,

treaties and industry standards, including, without limitation, those pertaining to the

manufacturer, pricing, sale and distribution and safety of the relevant products and/or

services. Suppliers will safeguard the intellectual property, and ensure the information

security, data protection, and privacy, of all work and communications relating to the University. In the event that the requirements of this Code of Conduct are stricter than applicable local, national or international law, supplier will comply with this Code. However, if there is any conflict between the requirements of this Code of Conduct and the requirements of any applicable local, national or international law, Supplier is to comply with the local, national or international law. Supplier will notify University in writing of any such conflicts.

**Supplier Diversity Program**

The Universityhas a long tradition of support for programs which foster diversity in our institution and expects our suppliers to mirror our commitment to expand opportunities for diverse businesses.

**Visitation Policy**

When visiting University facilities and department, suppliers shall comply with building visitation and access policies.

**Publicity**

Advertising, including use of the University marks and logos, press releases, or any other general public announcement by a supplier, stating the availability of its products or services to University employees is strictly prohibited unless the supplier has obtained prior written authorization from the Purchasing Department.

**Compliance with University’s Supplier Code of Conduct**   
As a condition of doing business with the University, suppliers is expected to self-monitor their compliance with this Code of Conduct. Failure to comply with these policies may cause the University to exercise its right terminate its business relationship with a supplier. The University may require noncompliant suppliers to implement a corrective action plan. Suppliers are responsible for ensuring that their employees and representatives understand and comply with this Code of Conduct. It is the supplier’s duty under this Code of Conduct to inform University Purchasing management of any violations of these requirements.