

Supplier Code of Conduct

The University of Washington is committed to conducting its business affairs in a socially responsible, sustainable and ethical manner consistent with the University's educational, research and service missions. Therefore, the University has adopted the following Supplier Code of Conduct to ensure that goods and services provided to the University are produced in a manner consistent with these principles.

This Supplier Code of Conduct is a statement of the University's expectations and requirements with respect to suppliers. The Code is guidance for socially responsible business practices and describes the University's expectations for Supplier policies and actions regarding labor standards, human rights, sustainability, ethics, health and safety and diversity.

a. LABOR AND HUMAN RIGHTS

1. The Supplier shall not discriminate unjustly in its employment practices, including hiring, work assignment, wages, benefits, promotion, discipline, termination or retirement, in accordance with the principles expressed in the Universal Declaration of Human Rights, Article 2. In particular, the Supplier shall not discriminate on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social or ethnic origin, or medical need.
2. The Supplier shall not use coerced or forced labor, nor subject employees to inhumane or abusive treatment, in accordance with UN Global Compact Principle 4 and the Universal Declaration of Human Rights, Articles 4, 5 and 23.
3. The Supplier shall not use labor provided by individuals younger than the age of compulsory education or 15 (fifteen) years of age, whichever is higher, in accordance with UN Global Compact Principle 5.
4. The Supplier shall pay at least the legal minimum wage in all locations in which the Supplier operates.
5. The Supplier shall provide a system for ensuring that employees have paid leave for dealing with personal and familial illnesses, disabilities or the like, retirement plans and severance plans for employees. All overtime hours will be worked in accordance with all applicable laws, regulations, labor agreements and administrative actions and employees will be compensated fairly for their work.
6. The Supplier shall make reasonable accommodations for employees with family responsibilities to ensure that they are not excluded from the workforce or otherwise discriminated against, in accordance with Article 16 of the Universal Declaration of Human Rights.
7. The Supplier shall recognize and respect employees' rights of Freedom of Association and Collective Bargaining. The Supplier will not harass, threaten, pressure, discipline, retaliate, reassign or fire any employee in response to union support or union activity, including decisions regarding unionization or organizing, in accordance with Principle 3 of the UN Global Compact, and Articles 20 and 23 of the Universal Declaration of Human Rights.

8. The Supplier shall engage in good faith collective bargaining with any employee representative group that has been established in accordance with local laws.
9. The Supplier shall not retaliate against Supplier or University employees for raising or investigating allegations of Supplier fraud, waste or abuse.

b. ENVIRONMENTAL SUSTAINABILITY

1. Environmental sustainability will be considered when awarding contracts. The Supplier shall prioritize environmental sustainability practices throughout production, distribution, and disposition of the product, in accordance with Principles 7, 8, and 9 of the UN Global Compact.
2. The University may give preference to products and services that are produced, packaged, and delivered using materials and methods that have minimal harmful impact on the affected ecological systems.

c. LEGAL COMPLIANCE

The Supplier will comply with all applicable local, state, federal and international laws. In the event of a conflict of laws, the University and the Supplier may negotiate which law(s) will prevail.

d. HEALTH AND SAFETY

1. The Supplier shall take and document all steps possible to provide a healthy, safe working environment and prevent injuries, accidents or illnesses, in accordance with ILO Convention C155, Article 16. Employees will not be expected to complete work in a way that would threaten injury or loss of health when an alternative method is available or preventative measures can be taken.
2. The Supplier shall provide employees the opportunity to contribute meaningful input on Supplier health and safety standards.
3. The Supplier shall provide medical care and compensation for injured workers.

e. ETHICS

The Supplier shall have a Code of Ethics, or other mechanism, that addresses issues regarding ethical conduct of employees relevant to the market, such as fair hiring practices, conflict of interest management, and supplier resource utilization. The Supplier and its representatives doing business with the University shall conduct themselves with integrity, in accordance with UN Global Compact, Principle 10.

f. SUPPLIER DIVERSITY

The Supplier shall have programs, policies, and practices that foster diversity in the workforce, including diversity in leadership, and business diversity practices throughout.

g. SUBCONTRACTS

1. This Code applies with equal force to the Supplier's subcontractors. The Supplier shall be responsible for ensuring that any subcontractors with whom the Supplier does business adhere to the Code.

2. Upon request, each Supplier shall disclose to The University of Washington or its designee the location (including facility name, contact name, address, phone number, e-mail address, products produced, and nature of business association) of each facility used in the production of all goods and services provided to fulfill contracts with the University. Such information shall be updated upon request by the University. The University of Washington reserves the right to disclose this information to third parties, without restriction as to its further distribution.

h. REPORTING AND COMMUNICATION

Suppliers shall complete the required self-assessment and reporting process in a timely manner. Suppliers shall have a documented process for compliance with all applicable laws, regulations and this Code of Conduct. The University may, at its discretion, audit suppliers for compliance.

i. INTAKE AND REMEDIATION

The University reserves the right to make judgments, based on available factual and credible evidence, regarding the Supplier's compliance with the Supplier Code of Conduct and impose sanctions in accordance with Supplier's contract with the University. These judgments will reflect University values and will provide additional context and clarification for future applications of the Code.

In response to a complaint submitted to the University of Washington, the University reserves the right to perform audits, investigations, or reviews of any UW supplier's corporate social responsibility practices and programs, using any metric or criteria for evaluation which the UW, in its sole discretion, deems appropriate. The University of Washington also reserves the right to retain a third party to conduct such an audit, investigation, or review. The supplier may be required to pay for any such review conducted by UW, or provide evidence of a similar third-party audit, investigation, or review to assure UW that it is in compliance with the UW Supplier Code of Conduct, which may be evaluated for adequacy in UW's sole discretion."