

Vendor Code of Conduct

The University of the Pacific is committed to conducting its business affairs in a socially responsible, sustainable, and ethical manner that is consistent with the University's mission, and in full compliance with all applicable laws and regulations. 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 Vendor Code of Conduct is a statement of the University's expectations and requirements with respect to Vendors. The Code is guidance for socially responsible business practices and describes the University's expectations for Vendor policies and actions related to labor standards, human rights, sustainability, ethics, health and safety, and diversity.

| ITEM DESCRIPTION | COMMENTS |
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| 1. Compliance with Applicable Laws and Regulations | Vendors must comply with all applicable laws and regulations, including but not limited to those relating to environmental, fair trade, anti-bribery, anti-fraud, anti-kickbacks, and anti-corruption |
| 2. Health and Safety | Vendors must ensure a safe and healthy work environment for their employees. Further, all Vendors must comply with Occupational Health and Safety Practices Act (OSHA) as well as applicable international and state-based health and safety laws. |
| 3. Child and Forced Labor | Vendors must not use either Child or Forced labor regardless of applicable laws. Vendors shall comply with local minimum working age laws and requirements and not employ child labor. Vendors shall not use any forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise. |
| 4. Wages and Benefits | The University believes it is important to pay a living wage for work performed. Vendors must comply with all applicable laws relating to wages and benefits and must pay at minimum the legally prescribed minimum/prevaling wage that is in effect for the region performing the services (or manufacturing the products that the University is ordering). |

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| 5. Harassment or Abuse | Vendors must respect the rights and dignity of their employees. Human rights abuses, including physical, sexual, psychological or verbal harassment or abuse of workers, will not be tolerated. |
| 6. Discrimination | Individuals must be employed, retained and compensated based on their ability to perform their jobs. It is a violation of these guidelines to unlawfully discriminate in the provisions of employment opportunities, benefits or privileges, to create unlawfully discriminatory work or academic conditions, or to use unlawfully discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, or veteran status. |
| 7. Sustainability | The University is committed to fiscal, social, and environmental responsibility. Preference shall be given to any product that has a lesser impact on human health and the environment when determined to have equal quality and price compared to traditional products. |
| 8. Subcontractors | Vendors must ensure that all subcontractors and any other third parties they use in the production or distribution of goods or services offered for sale to the University comply with the principles described in these guidelines. |
| 9. Conflicts of Interest | Conflicts of interest between a Vendor and a University employee, or the appearance thereof, are prohibited unless disclosed and evaluated by the university. No employee, officer, or agent of the University shall participate in the selection, award or administration of purchases or contracts where to their knowledge the employee, an immediate family, or partner has a financial interest in the Vendor's organization. |
| 10. Privacy, Security, and Intellectual Property | Federal and state laws require the University and vendors to provide for the privacy and security of student and employee information. Vendors are |

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| | <p>responsible for assuring that their employees, if applicable to the services provided to the University, are knowledgeable about, and comply with, the requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and any other Federal and State regulation relating to the services provided by the vendor. Vendors shall comply with all federal and state laws and regulations, as well as University policies, procedures, and guidelines relating to the confidentiality and privacy of University employees and students.</p> <p>Vendors will additionally safeguard the intellectual property, information security, data protection, and privacy, of all work and communications relating to the University. In the event that the requirements of this Code are stricter than applicable local, national or international law, Vendor will comply with these guidelines. However, if there is any conflict between the requirements of this policy and the requirements of any applicable local, national or international law, Vendor is to comply with the local, national or international law. Vendor will notify University in writing of any such conflicts.</p> |
| 11. Ineligible Vendors | <p>The University expects each Vendor to (a) disclose whether any of its officers, directors or employees is sanctioned by, excluded from, debarred from, or ineligible to participate in any federal or state program or is convicted of a criminal offense related to their business operations and (b) assume full responsibility for taking all necessary steps to assure that Vendor's 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.</p> |
| 13. Visitation Guidelines | <p>When visiting University facilities and departments, Vendors shall comply with all building and department visitation and access policies.</p> |
| 14. Publicity | <p>Advertising, including use of the University marks and logos, press releases, or any other general public</p> |

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| | announcement made by a Vendor, stating the availability of its products or services to University employees, is strictly prohibited unless the Vendor has obtained prior written authorization from the University. |
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Compliance Procedures

Anyone who believes a vendor doing business with the University of the Pacific has not complied or is not complying with this Code may contact the University's Procurement Department at (209) 946-2206.

Definitions

Vendor - An individual or company providing goods or services to the University.