



## Seattle University's Vendor Code of Conduct

Seattle University is committed to conducting its procurement business in an ethical, legal and socially responsible manner. Seattle University is also committed to promoting a positive and safe environment for vendors, and Seattle University students, staff, and faculty. Seattle University expects its suppliers to share this commitment and has established this Vendor Code of Conduct. All University vendors must meet the following minimum requirements in order to do business with Seattle University.

### **Compliance with Laws, Regulations and Published Standards**

All suppliers to Seattle University must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, University suppliers must require their suppliers (including temporary labor agencies) to do the same.

### **Environmental Practices**

All suppliers to Seattle University shall comply with all environmental laws and regulations applicable to their operations worldwide. Such compliance shall include, among other things, the following items:

- Obtaining and maintaining environmental permits and timely filing of required reports
- Proper handling and disposition of hazardous materials
- Monitoring, controlling and treating discharges generated from operations

### **Occupational Health and Safety Practices**

All suppliers to Seattle University are expected to provide their employees with a safe and healthy working environment in order to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of the supplier. Suppliers shall, among other things, provide:

- Occupational health and safety training
- A system for injury and illness reporting
- Medical treatment and/or compensation to injured/ill workers arising as a result of working for supplier
- Machine safeguarding and other protective measures to prevent injuries/illnesses to workers
- Clean and safe facilities

### **Labor Practices**

All suppliers to Seattle University are expected to adopt sound labor practices and treat their workers fairly in accordance with local laws and regulations. In addition, suppliers must comply with the following standards:

- Freely Chosen Employment - Suppliers shall not use any forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.
- No Child Labor - Suppliers shall comply with local minimum working age laws and requirements and not

employ child labor.

- Minimum Wages - Suppliers shall provide wages for regular and overtime work and benefits that meet or exceed legal requirements.
- Working Hours - Suppliers shall not require workers to work more than the maximum hours of daily labor set by local laws.
- No Harsh, Inhumane Treatment or Abuse - Suppliers shall treat each employee with dignity and respect. In no event shall Supplier's workers be subject to threats of violence, physical punishment, confinement or other form of physical, sexual, psychological or verbal harassment or abuse.
- No Discrimination - Suppliers shall not discriminate in its employment practices on the basis of race, color, religion, sex, age, physical disability, national origin, creed or any other basis prohibited by law.
- Freedom of Association - Suppliers shall recognize and respect the rights of its workers to organize in labor unions in accordance with local labor laws and established practices.

## **VENDOR CONDUCT WHILE ON SEATTLE UNIVERSITY CAMPUS**

Seattle University requires that all contractor and vendor employees working on the Campus conduct themselves in a professional manner at all times while on the Campus or while doing business with Seattle University. This Code of Conduct is intended to allow contractor and vendor employees to carry out their responsibilities to their employers while ensuring that the members of the Seattle University community are able to conduct their academic, administrative, and living activities in a safe and secure environment.

### **Respect for Persons**

- Professional, non-offensive, and appropriate workplace language shall be used at all times. Expect that all conversations and comments can be overheard by others.
- Inappropriate messages or images, including those of a sexually suggestive, obscene, racial, intimidating, profane, or derogatory nature (Inappropriate Images) should not be displayed on T-shirts, hard hats, or other items of clothing.
- Inappropriate Images should not be displayed on tool boxes, material containers, equipment, vehicles, or job trailers (including interior areas where Seattle University employees and/or vendors, guests, city inspectors, and visitors maybe meeting and / or hosted, or on anything visible from outside the boundaries of the construction site).
- There is zero tolerance for harassment of any form (including verbal, physical, visual, and third party) and deliberate acts of disrespect. Harassment is any conduct that creates an intimidating, offensive, or hostile environment. Harassing conduct can take many forms and includes: slurs, jokes, statements, gestures, intimidation, threats, assault, impeding or blocking another's movement, pictures, drawings, or cartoons.
- Sexually harassing conduct in particular includes all of the above prohibited actions as well as unwelcome conduct such as: inappropriate touching, requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex.

### **Tobacco, Drugs, and Alcohol Use by Contractor and Vendor Employees**

- Effective July 1, 2015, Seattle University will be a tobacco-free campus. The use of tobacco products, including cigarettes, cigars, dip, snuff, vaporizers (i.e. vaping), and chew is prohibited on Campus. Contractor and vendor employee will comply with all Seattle University policies pertaining to the use of tobacco products, as well as all state and local statutes and regulations regarding the same.
- The use of alcohol and drugs by contractor and vendor employees while working on Campus is strictly forbidden. Seattle University may order the immediate removal of any contractor or vendor employee who Seattle University believes or suspects is in violation of this prohibition.

### **Respect for Property**

- Care should be taken to avoid unintended damage to existing buildings and Campus facilities, including landscaping, artwork, and fixtures.
- Buildings on Campus are educational facilities, administrative offices, and residences for the Seattle University community. These buildings and surrounding areas routinely contain personal property, such as bicycles, scooters, book bags, etc. belonging to members of the Seattle University community or their guests. Contractors and vendors shall carry out their activities to avoid impacts (dirt, dust, mud, paint overspray, etc.) to this personal property on the Campus.
- Contractors and vendors are required to contact the appropriate SU Contract Manager or SU's Department of Public Safety (DPS) at 296-5990 when personal property is in the way of or may potentially be impacted or damaged by construction or other activities. Only in the case of life threatening emergencies, or where there is the immediate

risk of personal injury or property damage, are contractor and vendor employees permitted to touch or remove personal property on the Campus without first contacting the SU Contract Manager or DPS.

### **Security of Buildings and Facilities**

- Entry into buildings that are adjacent to or otherwise not part of the job site is prohibited without prior permission from the appropriate SU Contract Manager or DPS.
- In the event that access to buildings outside the jobsite is required, contractors and vendors shall submit a written request for access to the SU Contract Manager or DPS.
- Prior to commencing work, general contractors will provide to the SU Contract Manager and DPS a list of all subcontractors who will be working on the Campus.
- Restroom facilities in offices and residence halls on Campus are for Seattle University staff and student use only, and are off-limits to contractor and vendor employees. Contractor and vendor employees are to use the temporary restroom facilities provided for the project or, if such facilities are not provided, restroom facilities located in common areas.
- Seattle University food service facilities, payphones, soda / snack machines located in common areas are available for use by contractor and vendor employees. Access to such facilities may be limited or barred based upon terms that are negotiated between the contractors and / or vendors and the SU Contract Manager. Any such limitations will be communicated in writing to the contractor or vendor, and a copy will be provided to DPS. DPS will keep a copy on file until completion of the project, and it shall have the authority to enforce the terms at its discretion.
- Seattle University food service facilities, office phones and soda / snack machines not located in common areas, are for Seattle University staff and student use only, and are off-limits to contractor and vendor employees.
- Construction parking shall be in designated area(s) as agreed upon by the SU Contract Manager, DPS, and the contractor or vendor.
- Seattle University and its representatives are not responsible for any loss or damage to any contractor or vendor tools, equipment, materials, or personal property while stored or in use on Campus or in designated parking areas.
- Any criminal activity, in progress or discovered, on Seattle University property is to be reported immediately to the DPS at 296-5990. Any concerns of suspicious persons or circumstances, or unsafe behavior by persons not under the employment or direction of a contractor or vendor are to be immediately reported to DPS.

### **Uniforms and Other Identification**

- At all times that they are working on Campus, contractor and vendor employees shall wear uniforms issued by their employer or other clothing that clearly identifies their employer, or wear prominently displayed name tags with their name and employer.
- Contractor and vendor employees shall provide reasonable proof of identification and employment if requested to do so by the SU Contract Manager or DPS. At the discretion of the SU Contract Manager or DPS, the proof of identification may be provided via direct or telephonic confirmation from the employees' supervisor. Failure to provide requested identification may result in a contractor or vendor employee being removed for the Campus.

### **Enforcement of Code of Conduct**

- Seattle University will have the authority to enforce this Code of Conduct and such authority includes requiring the immediate cessation of the violating conduct and / or the immediate removal (and barring of future access) of any contractor or vendor employees who has engaged in or is responsible for any violation of any provision in this Code of Conduct.
- Any action taken by Seattle University is independent of any action taken by the City of Seattle Police, the Department of Labor and Industries, or other public authorities with jurisdiction, as deemed necessary or appropriate by those authorities.
- All contractor and vendor employees will follow DPS staff directions in the event of an emergency or identified safety concern taking place on the Campus.

### **Relationship with Contractor and Vendor Contracts**

- In the event that there is a conflict between the terms of this Code of Conduct and the terms of any contract between Seattle University and a contractor or vendor, which contract has been executed by Seattle University and is otherwise in force and enforceable, the terms of the contract will control.