



POLICY

| Category | |
|---|--|
| 4-22 Vendor Ethics and Compliance | |
| Approval | |
| LC Approved: 2/15/13 | |
| | |
| Effective Date: 2/18/13 | |
| | |
| Revised: | |
| | |
| Responsible Party: VP of Administration and Finance | |
| | |

Purpose:

This policy is intended to govern the conduct of WSU Tech and its Partners when doing business with WSU Tech.

For the purpose of this policy, a “Partner” is defined as a company or person who provides, and receives payment for, goods and/or services for any aspect of WSU TECH’s operations including but not limited to development, operations, consulting, and outsourced activities. “Partners” include all third-parties that WSU TECH engages in procuring goods or services. Partners include but are not limited to, contractors, consultants, and other outsourcing providers

Policy:

By upholding its core values, WSU TECH earns the trust of its stakeholders and demonstrates effective and efficient use of resources. This Policy has been designed to help Partners understand their responsibilities and to create an awareness of the business and ethical standards that they must follow in their business dealings with, or on behalf of, WSU TECH. WSU TECH’s values are grounded in concepts of integrity, honesty and the highest ethical standards. Partners are required to follow these standards. Partners must comply with all applicable laws, rules and regulations in every jurisdiction in which they do business with, or on behalf of, WSU TECH.

Partners must be committed to creating safe working conditions and a healthy work environment for all of their workers who provide goods or services to WSU TECH. Partners should implement an effective and efficient safety program. Partners should anticipate, identify, and assess emergency situations and events and minimize their impact by implementing emergency plans and response procedures. Onsite partners at a WSU TECH facility should become knowledgeable with and comply with all specific WSU TECH requirements regarding recording and reporting safety and security issues.

Partners must be committed to the highest standards of ethical conduct when dealing with workers, other Partners, government and regulatory authorities and WSU TECH. Partners must uphold fair business standards in advertising, sales, labor, and competition. Employees of Partners must act in a fair and impartial manner and should avoid both real and perceived conflicts of interest in the business they do with or on behalf of WSU TECH.

Partners must disclose information regarding their business activities, structure, financial situation, and performance in accordance with applicable law and prevailing industry practices. Partners must safeguard customer information in accordance with applicable law. Partners must maintain all confidential information about or provided by WSU TECH in strict confidence, except when disclosure is authorized by WSU TECH or legally mandated.

WSU TECH encourages its employees and Partners to support civic and philanthropic organizations and events in our community. At times WSU TECH will reach out to our partner base and invite them to participate in fund raising events and activities. Any activities our invitations relating to these events should not be construed by the partner as mandatory in any way and declination to participate or choosing to participate will not weigh in any decision to do business or not to do business with our partner.

Conversely, when asked by our partners to participate in similar events in the community we serve and live, WSU TECH will make every effort to support the request to the best of our ability and consistent with our organizational priorities.

Partners must respect intellectual property rights in their business dealings with or on behalf of WSU TECH; transfer of technology and knowhow must be done in a manner that protects intellectual property rights.

WSU TECH requires that individuals who purchase or influence purchasing decisions on behalf of WSU TECH be specifically aware of their conduct and actions in the procurement process with Partners. It is always in the best interest of WSU TECH, its employees, and business in general, to act in a manner which is regarded as appropriate, ethical and constructive by customers, partners, governments, and by people in the community in which we operate.

Information that would not be revealed between a Partner and authorized Procurement representative in the office must not be divulged under any other circumstance. Employees should refrain from personal conduct which could reflect adversely on WSU TECH's image and avoid exposures which might injure its reputation, both real and perceived. They should make no commitment unless duly authorized in writing and which they cannot reasonably expect to fulfill. They must deal fairly, honestly and objectively with all business associates and fellow employees.

Any infractions of this code of ethics will not be tolerated and the WSU TECH partner will act quickly in correcting the issue if the ethical code is broken.

Prospective partners must have a satisfactory record of integrity and business ethics including satisfactory compliance with the law including tax laws, labor & employment laws, environmental laws, antitrust laws and consumer protection in order to do business with and on behalf of WSU TECH. This determination will be made by examining a prospective partner's record of compliance with the law. A satisfactory record of compliance with the law indicates that the prospective partner possesses basic honesty, integrity and trustworthiness, and that WSU TECH can trust or rely on the partner to perform the contract in a timely manner. In making a determination of responsibility based upon integrity and business ethics, procurement officers and key WSU TECH decision makers must consider all relevant credible information. The greatest weight will be given to violations of laws that have been adjudicated within the last three years preceding the offer. Evidence of repeated, pervasive, or significant violations of the law will indicate an unsatisfactory record of integrity & business ethics.

Further information regarding acceptability of a partner may require a pre-award survey to be conducted by WSU TECH. Such factors as the prospective partners' financial competence and credit needs, financial resources and performance capability, past performance, exclusion from Federal Procurement programs, information on production equipment and personnel information, social responsibility efforts, other sources of information such as publications, key suppliers & subcontractors, customers of the prospective partner, financial institutions and business and trade associations may all be consulted in making an overall determination of adequate responsibility and ethical compliance. If a partner or potential partner violates or facilitates a violation of this policy, it may not be considered a responsible source for the acquisition of goods and services and may, therefore, be disqualified to do business with the college.