



VENDOR AND SUPPLIER CODE OF CONDUCT

INTRODUCTION

The University of Vermont (UVM) is guided by the values articulated in [Our Common Ground](#), which include respect, integrity, innovation, openness, justice, and responsibility and by its Compliance and Ethics Program which is grounded in its [Code of Conduct and Ethical Standards](#). These values inform UVM's commitment to lawful, ethical, sustainable, and socially responsible business practices and its expectation that all Vendors and Suppliers uphold these principles.

UVM seeks to align our values and partner with Vendors and Suppliers who:

- Demonstrate respect for human rights and dignity;
- Contribute positively to UVM's sustainability and public interest goals; and
- Exceed minimum legal, regulatory, and compliance obligations whenever possible.

This Vendor and Supplier Code of Conduct outlines the expectations UVM has for Vendors and Suppliers.

I. COMPLIANCE WITH LAWS AND UNIVERSITY POLICIES

Vendors and Suppliers must operate in full compliance with:

- All applicable local, state, federal, and international laws;
- Environmental, labor, health, and safety regulations;
- UVM's policies and standards when conducting business with or on behalf of the University.

Vendors and Suppliers are encouraged to provide evidence of compliance, including policies related to nondiscrimination, labor, and ethical practices. In some instances, this evidence may be required.

II. TREATMENT OF WORKERS

UVM is affiliated with the Fair Labor Association (FLA) and the Worker Rights Consortium (WRC) and is committed to fair labor practices of workers nationally and internationally. UVM expects Vendors and Suppliers to respect workplace rights and conditions both at their own operations and throughout their supply chains. Vendors and Suppliers are subject to the following:

A. NON-DISCRIMINATION

UVM is committed to compliance with all applicable federal civil-rights laws and regulations. As a recipient of federal funding, UVM must also require that Vendors and Suppliers prohibit discrimination in its programs and activities. As such, Vendors and

Suppliers, whether domestic or foreign, that do business with UVM shall not discriminate on the basis of race, color, religion, gender, gender identity or expression, age, national origin, ethnicity, disability, marital status, sexual orientation, genetic information, veteran status, or any other protected category.

B. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Vendors and Suppliers must respect employees' rights to organize, join labor unions, and bargain collectively.

C. LABOR STANDARDS, WAGES, AND HOURS

Vendors and Suppliers must:

- Comply with wage, overtime, and benefits laws;
- Provide legally mandated family, medical, and other protected leaves;
- Prohibit child labor in accordance with all relevant laws.

D. FORCED LABOR

Vendors and Suppliers must not use or benefit from any form of forced, bonded, indentured, or prison labor, or from human trafficking. UVM is obligated to ensure that third parties are informed about regulations related to the trafficking of persons. More information can be found [here](#).

E. HARASSMENT AND ABUSE

Vendors and Suppliers must treat workers with dignity and respect and must prohibit any form of physical, sexual, psychological, or verbal abuse.

III. GOVERNANCE AND ETHICAL BUSINESS PRACTICES

Vendors and Suppliers are expected to maintain the highest standards of ethics and integrity.

A. BUSINESS INTEGRITY

Vendors and Suppliers must:

- Avoid corruption, bribery, kickbacks, and unethical business practices;
- Honor business commitments with fairness and transparency;
- Provide accurate invoices and documentation.

B. CONFLICTS OF INTEREST

Vendors and Suppliers must disclose in writing any actual or potential conflicts of interest involving UVM employees or officials as soon as they become aware of any such conflicts.

C. GIFTS AND INFLUENCE

Vendors and Suppliers may not offer gifts, hospitality, services, or benefits that could directly or indirectly influence, or appear to influence, UVM business decisions.

D. CONFIDENTIALITY

Vendors and Suppliers must protect UVM's confidential and proprietary information.

E. USE OF UNIVERSITY INDICIA

Vendors and Suppliers may not use UVM's name, logos, trademarks, or other indicia without prior written authorization pursuant to UVM policy.

IV. ENVIRONMENTAL RESPONSIBILITY AND SUSTAINABLE SUPPLY CHAINS

UVM expects Vendors and Suppliers to contribute to the advancement of sustainability in their operations and throughout their supply chains.

A. ENVIRONMENTAL COMPLIANCE

Vendors and Suppliers must comply with all applicable environmental laws and regulations. Vendors and Suppliers operating in Vermont must comply with the Universal Recycling Law (Act 148).

B. SUSTAINABLE PURCHASING EXPECTATIONS

When responding to bids or RFPs, Vendors and Suppliers are encouraged to offer their most sustainable products and services, including those that:

- Conserve resources and reduce emissions;
- Minimize waste, packaging, and pollution;
- Use renewable, recyclable, biodegradable, or lower-toxicity materials;
- Demonstrate carbon reduction strategies or product life-cycle transparency.

C. SUPPLY CHAIN TRANSPARENCY

Vendors and Suppliers may be required to disclose information about supply chains. Upon request, Vendors and Suppliers may be required to disclose the following:

- Manufacturing locations;
- Material sourcing;
- Greenhouse gas emissions and life-cycle impacts.

UVM values Vendors and Suppliers who extend sustainability expectations to their own upstream Vendors and Suppliers.

V. HEALTH AND SAFETY

Vendors and Suppliers must provide safe and healthy working conditions for their employees and comply with all occupational health and safety regulations. For domestic entities, this includes The Occupational Safety and Health Act (OSHA). For foreign entities, this includes their country's comparable regulations, as applicable. This includes (i) training, (ii) the availability and use, whether required or voluntary, of personal protective equipment (PPE), (iii) facility safety practices, and (iv) proactive hazard mitigation.

VI. SUBCONTRACTORS

Vendors and Suppliers are responsible for ensuring that all subcontractors and tiered Vendors and Suppliers also comply with this Code of Conduct. UVM reserves the right to request information or conduct assessments to verify compliance at any level of the Vendors or Supplier's chain.

VII. MONITORING, REVIEW, AND REPORTING

Vendors and Suppliers have the following requirements related to monitoring, review, and reporting.

A. MONITORING AND REVIEW

Vendors and Suppliers must:

- Ensure ongoing compliance with this Code;
- Provide documentation when requested;
- Cooperate with inquiries or monitoring activities.

UVM may conduct audits or request documentation for compliance with its own regulatory or public reporting initiatives.

B. REPORTING CONCERNs

Concerns about Vendor or Supplier non-compliance may be reported confidentially through any of [UVM's compliance reporting options](#). UVM will evaluate reports and determine appropriate actions.

VIII. ENFORCEMENT AND CORRECTIVE ACTIONS

Violations of this Code may result in:

- Requests for corrective action;
- Restrictions on future business;
- Termination of the supplier contract and relationship.

Vendors and Suppliers are expected to promptly address any identified deficiencies.