

Vendor Code of Conduct Policy

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| Southeastern NY Library Resources Council Vendor Code of Conduct | Approved by the Board of Trustees: 11/21/2019 |
| Position(s) responsible for Compliance: Executive Director, Board | To be reviewed: Annually To be posted: In plain view; This policy may also be included as an addendum to contracts |

To ensure orderly operations and provide the best possible safe and respectful environment, Southeastern expects all vendors used by Southeastern' to follow this code of conduct.

Violations of this Code may result in vendor personnel being asked to leave, being barred from the premises, and charges of trespass. Failure to resolve violations of this code to the satisfaction of Southeastern may be grounds for Southeastern's early termination of a contract.

Vendor and its employees, while on the premises of Southeastern, are expected to:

- Abide by any operationally-related request of any Southeastern employee;
- Promptly refer any contract or service-based dispute to a vendor employee who can resolve it;
- Refrain from any verbal or physical abuse of others on the premises;
- Cause no damage to Southeastern property, or if damage is cause, to promptly notify Southeastern as to same;
- Notify a Southeastern employee immediately if injured while on Southeastern's property;
- Not leave any engine idling for more than 120 seconds while on Southeastern's property;
- Not appear on the property with their ability to drive or conduct business impaired by alcohol or any illegal substance;
- Not smoke or use any type of e-cigarette while on the premises;
- Follow all applicable laws;
- Notify the Executive Director of Southeastern about any sexual harassment they may have been subject to or observed;
- Respect the civil rights of others.

Vendors shall ensure their workers are aware of this policy.