

Vendor Code of Conduct

Garden City Community College (GCCC) acknowledges the need to outsource various services to assist with improving production and business practices. Those Vendors and entities who are hired by GCCC for conducting outsourcing services and business on behalf of GCCC College are required to comply with the Vendor Code of Conduct.

Compliance with Applicable Laws and Regulations

Outsourcing vendors are expected to conduct their business activities in full compliance with all applicable laws and regulations, including but not limited to all environmental laws and regulations, and all laws, regulations, and internationally adopted restrictions concerning fair trade practices and compliance with applicable laws pertaining to bribery, fraud, kickbacks, and corruption. This would also include the provisions of the Foreign Corrupt Practices Act. In addition, all out conducting business with Garden City Community College must abide by all economic sanctions and/or trade embargoes that the United States has adopted, whether they apply to foreign countries, political organizations, or particular foreign individuals and entities.

Health and Safety

Outsourcing vendors must ensure a safe and healthy work environment for their employees. Further, all outsourcing vendors are required to operate in full accordance with applicable provisions of the Occupational Health and Safety Practices Act (OSHA).

Child and Forced Labor

Outsourcing vendors must not use child, forced, or indentured labor.

Wages and Benefits

Garden City Community College believes it is important to pay a living wage for work performed. Outsourcing 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 Garden City Community College is ordering).

Harassment or Abuse

Outsourcing vendors must respect the rights and dignity of their employees. Human rights abuses, including physical, sexual, psychological, or verbal harassment or abuse of workers and students, will not be tolerated.

Discrimination

Individuals must be employed, retained, and compensated based on their ability to perform their jobs. It is a violation of this Policy to discriminate in the provisions of employment opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment or educating settings if the basis of the 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.

Freedom of Association

Outsourcing vendors must respect the rights of their workers to choose (or choose not) to freely associated and to bargain collectively where such rights are recognized by law.

Sustainability

Garden City Community College 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. If the Environmentally Preferable Product exceeds such a desired level expense, and the unit has funding available within the current year's resources, a Life Cycle Cost Analysis may be performed to justify the margin.

Subcontractors

Outsourcing vendors must ensure that all subcontractors and any other third parties they use in the production of distribution of goods or serviced offered for sale to Garden City Community College comply with the principles described in this policy.

Conflicts of Interest

Conflicts of interest between a supplier and Garden City Community College, or the appearance thereof, should be avoided. Outsourcing vendors may participate in the development or drafting of specifications, requirements, request for quotes, or request for proposals provided the ultimate selection of the supplier of goods or services complies with the Garden City Community College Purchasing, Contractual Agreement, Construction Contract Bidding, or Contracts, Agreements, MOU policies. Employees, officers, and agents of Garden City Community College shall neither solicit nor accept cash under any circumstance, or gratuities, favors, or gifts from outsourcing vendors or potential outsourcing vendors. No employee, officer, or agent of Garden City Community College shall participate in the selection, award or administration of purchases or contracts where to his or her knowledge, the employee, his or her immediate family, or partner has a financial interest in the outsourcing vendors organization. In addition, it is the policy of the Board that no goods, materials, supplies, equipment, and/or services shall be purchased from any college employee without the approval of the President.

Privacy and Security

Federal and state laws require Garden City Community College and vendors to provide for the privacy and security of student and employee information. Outsourcing vendors are responsible for assuring that their employees, who provide any services to Garden City Community College, are knowledgeable about, and comply with, the requirements of the Health Insurance Portability and Accountability Act (HIPPA), the Family Education Rights and Privacy Act (FERPA), and any other Federal and State regulations pertaining to the services provided by the vendor. Outsourcing vendors shall comply with all federal and state laws and regulations, as well as Garden City Community College policies, procedures and guidelines relative to the confidentiality and privacy of Garden City Community College employees and students.

Visitation Policy

When visiting Garden City Community College facilities and departments, outsourcing vendors shall comply with all building and department visitation and access policies.

Publicity

Advertising, including use of Garden City Community College marks and logos, press releases, or any other general public announcement made by a supplier, stating the availability of its products or services to employees, is strictly prohibited unless the supplier has obtained prior written authorization from Garden City Community College.

The vendor and all working as a representative(s) of the vendor) do hereby agree to follow the Garden City Community College Vendor Code of Conduct while working for, and on behalf, of Garden City Community College.

Vendor Representative Signature _____ Date _____

Garden City Community College
Representative Signature _____ Date _____