

## WVU SUPPLIER CODE OF CONDUCT

The professional conduct of **West Virginia University's** ("WVU" or "University") Supplier partners is critical to the fulfillment of WVU's mission, vision and values. The success of our University is built upon our employees and officials conducting themselves in a manner that demonstrates WVU's values: **service, curiosity, respect, accountability and appreciation.**

We consider our Suppliers an integral part of the University, and we expect them to adopt the same values while on any WVU campus.

Our collective efforts to behave in a manner consistent with the University's core values will promote a positive work environment and lead to success in reaching our institutional goals.

This **Supplier Code of Conduct** outlines WVU's expectations of our Suppliers in the performance of their work and interactions with all members of the University community, including students, faculty, staff and visitors. These standards apply to all University Supplier employees, regardless of position or rank, while on any WVU campus.

WVU expects all Suppliers to comply with state and federal laws and regulations and to follow professional standards of conduct and/or ethical requirements applicable to a specific assignment or discipline.

### OUR VALUES AND EXPECTATIONS

**Service:** We seek opportunities to serve others and commit to providing the highest quality of service. We expect our Suppliers to:

- /// be ambassadors of WVU and avoid conduct that may reflect adversely on the University
- /// contribute to the efficiency and effectiveness of the unit(s) they serve
- /// interact with others in a positive, respectful and appropriate manner
- /// take the initiative to help, seek solutions, provide resources and follow up as needed
- /// respond in an appropriate timeframe and manner to phone calls, emails and work questions
- /// be transparent and honest in their interactions with others and provide accurate, timely and relevant information

**Curiosity:** We ask questions and seek new opportunities and changes through innovation. We expect our Suppliers to:

- /// welcome questions without defensiveness and focus on the issue – not the person
- /// accept and encourage change that is for the greater good
- /// think broadly and engage others to gain a diverse and inclusive perspective
- /// find ways to remove barriers and strive to improve processes

**Respect:** We are respectful, transparent and inclusive with each other. We expect Suppliers to:

- /// interact with others, regardless of position, in a courteous manner using appropriate tone and volume
- /// treat others with fairness, kindness, civility and dignity
- /// be attentive and show interest when others are speaking
- /// be open to different thoughts, opinions and cultures while focusing on the issue
- /// respect the decisions that have been made in the best interest of the University
- /// respect the property of the University and others, whether material or intangible

**Accountability:** We perform at our very best every day to create a University that is responsive, efficient and effective. We expect our Suppliers to:

- /// protect the confidentiality of personal and University information
- /// conduct themselves in a manner that promotes a safe environment
- /// seek assistance as needed and take responsibility for their actions
- /// be engaged and productive while contributing to WVU's success
- /// avoid conflicts of interest and promptly disclose potential conflicts of interest
- /// report to work fit for duty, free from all substances that may impair their ability to perform job duties in a safe, secure, productive and effective manner

**Appreciation:** We support and value each other's contributions as we build a community that is One WVU. We expect our Suppliers to:

- /// acknowledge individual and departmental achievements
- /// express sincere gratitude to one another
- /// listen to gain understanding and be considerate of and responsive to the needs of others
- /// recognize and encourage those on their team who uphold our WVU values

## ADDITIONAL GUIDANCE

Along with the University's mission, vision and values, WVU requires Suppliers to follow additional rules and regulations in specific areas while on any WVU campus or property.

### Background Screening:

- /// Suppliers shall conduct reasonable background checks in hiring employees who have access to any WVU campus.
- /// Registered sex offenders are not permitted to work on WVU campuses.
- /// Supplier employees shall be polite, respectful and courteous towards WVU students, faculty, staff and community members.
- /// WVU reserves the right to deny access to campus locations to any Supplier personnel if, in the reasonable sole discretion of WVU, that person is unsatisfactory or their presence is not in the best interest of the University.

- /// Suppliers shall comply with [WVU Board of Governors Rule 1.7](#) related to child protection.

### **Access to Student Housing:**

- /// Supplier employees shall enter or leave WVU campus locations through the entrances and exits as instructed by WVU.
- /// Valid identification must be presented as requested by WVU.
- /// Identification badges must be worn in accordance with WVU policies.
- /// Supplier employees shall not be permitted access to student housing without permission from WVU.
- /// Supplier employees shall not be permitted access to a student's room without the permission of that student and an appropriate escort as defined by WVU.
- /// Supplier employees and WVU employees shall not enter the room of a student who is not fully clothed under any circumstances.

### **Labor and Human Rights:**

- /// Suppliers shall not use any forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.
- /// Suppliers shall comply with local minimum working age laws and not employ child labor.
- /// Suppliers shall comply with all local laws related to minimum wage requirements and working hours.
- /// Suppliers shall not discriminate in their employment practices on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, gender expression or any other basis prohibited by law.
- /// Suppliers shall comply with [WVU Board of Governors Rule 1.6](#) prohibiting discrimination, harassment, sexual harassment, sexual misconduct, domestic misconduct, stalking, retaliation and relationships.

### **Occupational Health and Safety:**

- /// Suppliers shall comply with all applicable health, safety, environmental and quality regulations.
- /// All required permits, licenses and registrations shall be obtained, followed and kept current, producible on request.
- /// Suppliers shall ensure a clean, safe and healthy work environment for their employees and abide by all applicable health and safety laws.
- /// Suppliers shall be responsible for providing appropriate occupational health and safety training for their employees.
- /// Suppliers shall be responsible for providing a system for injury and illness reporting.
- /// Suppliers shall take responsibility for machine safeguarding and other protective measures to prevent illness and injury to their employees.

### **Substance- and Tobacco-Free Campus:**

- // Consumption of alcoholic beverages by Supplier employees while working on WVU campuses is not permitted.
- // Use of [tobacco products](#) is not permitted.
- // Use or possession of [narcotic substances](#) is not permitted.
- // The Supplier shall have a written policy for the use of alcohol and tobacco, drug testing and proper employee conduct in accordance with local, state and federal laws and WVU Supplier conduct.
- // Infractions shall result in immediate removal from the WVU campus.

### **Professionalism and Behavior:**

- // The Supplier shall provide experienced managers who are responsible for the behavior and performance of their employees.
- // Suppliers shall consult with WVU regarding the performance of their organization and employees and will take immediate corrective action as appropriate.
- // Supplier employees shall comply with the rules and regulations generally applicable to WVU employees.
- // Supplier employees shall not use foul or offensive language or make comments that could be deemed in violation of [WVU Board of Governors Rule 1.6](#) prohibiting discrimination, harassment, sexual harassment, sexual misconduct, domestic misconduct, stalking, retaliation and relationships.
- // Supplier employees shall treat individuals at all levels with respect and dignity, including WVU students, faculty, staff and their own colleagues.

### **Attire:**

- // Suppliers shall require their employees to maintain personal cleanliness.
- // Supplier employees shall be neatly attired and shall wear uniforms or clothing appropriate for their work.
- // Nametags or badges may be required for Supplier employees depending on the role.
- // Supplier employees shall be responsible for wearing protective clothing and appropriate personal safety equipment designed or required for their work while on WVU campuses.

### **Confidentiality:**

- // Suppliers shall maintain the security of confidential information entrusted to them, including information that third parties have entrusted to the University.
- // The obligation to preserve confidential information continues even after a Supplier's business relationship with the University ends.

### **Protection and Proper Use of University Assets:**

- // Suppliers shall protect the University's assets and ensure their proper and efficient use.
- // Any suspected incident of theft or fraud should be reported to the University for investigation.

### **Environmental Practices:**

- /// Suppliers shall obtain appropriate environmental permits and be responsible for proper notification, handling and disposition of hazardous materials.
- /// The University expects suppliers to continuously develop price-competitive, environmentally-sound and safe products and services that help the University achieve our environmental objectives.
- /// Suppliers shall work with the University to provide products and services whose environmental impacts are less damaging to the environment and human health.

### **Communication of Code:**

- /// Suppliers shall be responsible for communicating this code of conduct to all new and existing employees who are involved in serving the University.
- /// Suppliers shall be responsible for ensuring that their employees, representatives and subcontractors understand and comply with the code.