



Newark • Coshocton • Knox • Pataskala

Vendor Code of Conduct

Purpose

Central Ohio Technical College (COTC) has upheld and will continue to uphold the highest levels of ethics and integrity in all its affairs. To this end, this Vendor Code of Conduct serves to emphasize our commitment to such practices. Given the complexity of ethical questions that may arise in the course of carrying out business, this Code can serve only as a general guide. Vendors should always keep in mind our commitment to the highest ethical and legal standards.

Vendors doing business with COTC are expected to adhere to this Code of Conduct:

Business Practices

All purchases of goods and services from outside vendors are to be preceded by the issuance of an official Purchase Order generated by the COTC Purchasing Office that is then provided to the vendor. An official Purchase Order must include the signature of the Purchasing manager. All vendors must comply with the COTC Purchase Order Terms and Conditions and must abide by the Tobacco Free Campus Policy.

All invoices should be sent directly to Accounts Payable. Invoices should not be sent until after the product has been shipped or the service has been performed and must reference the appropriate Purchase Order number.

The appropriate way to conduct business with COTC is to call and schedule an appointment prior to visiting a particular department or school.

It is inappropriate for a vendor to make a donation of any sort to a department/school that may influence a future purchasing decision. In addition, COTC students and student organizations have no authority to commit COTC to the purchase of any product or service.

Ethical and Lawful Practices

Vendors are required to act honestly, in good faith, and with professionalism.

It is required that all vendors abide by all applicable codes, regulations, and laws including but not limited to any local, state, or federal laws regarding wages, benefits, workmen's compensation, equal opportunity and product safety. COTC also expects its vendors to conform to business practices published as standards for their industry.



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Conflicts of Interest are prohibited. To avoid such conflicts, vendors shall disclose to the COTC Purchasing Office any direct or indirect personal interests in a vendor held by any trustee, officer or employee COTC.

Employment Practices

Vendors will maintain fair and non-discriminatory work environments where all employees are treated with respect and dignity and in a manner that is equivalent with workplace practices mandated by state and federal laws.

Vendors shall maintain a safe and healthy working environment for its employees to prevent accidents arising out the course of work.

Environmental Practices

Vendors of COTC shall comply with all environmental regulations and laws applicable to their operations worldwide. Compliance shall include but is not lot limited to the following:

- Proper handling and disposition of hazardous materials
- Maintaining and obtaining environmental permits and timely submittal of reports if required
- Waste minimization
- Recycle and reuse product material where possible
- Use of earth friendly products and proper management of operations that harm the environment
- Safety Practices/Training and Occupational Health

COTC reserves the right to withhold payment or inactivate a vendor if they do not abide by the above.