



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### Section 1.8 - Policy on Codes of Conduct for University Vendor Relationships

1. The University of Massachusetts and all the University campuses shall develop operational procedures to assure that the highest ethical standards for the procurement of goods and services are adhered to at all times. These procedures shall include:
  - a. Procurement of the highest quality and best value of goods and services competitively bid through open public procedures as required by Trustee Policy or applicable state and federal laws.
  - b. Inclusion in University bid request documents written requirements for all expected rebates, discounts, or any other forms of incentives offered by vendors. To the extent possible such incentives should directly lower University costs on the offered goods or services.
  - c. Disclosure in vendor bid responses of all rebates, discounts, or any other forms of incentives offered by vendors as part of the pricing agreements. Rebates must be remitted directly to the University.
  - d. Public bid of any services performed by vendors on behalf of or as an agent for the University as required by Trustee Policy or applicable state or federal laws.
  - e. Protection of student or employee information provided to vendors in accordance with applicable federal and state laws and regulations and University policies, procedures and guidelines.
  - f. Vendors shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation. Vendors shall comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and M.G.L. c151B.