

## Lehigh University Vendor Code of Ethical Conduct

### I. Purpose

Lehigh University values its reputation for conducting business honestly and with integrity. Lehigh views its vendors as critical to its success. Therefore, Lehigh strives to select vendors who maintain a commitment to strong ethical standards. This code of ethical conduct provides a foundation for Lehigh and its vendors to build and maintain relationships based on fairness, trust, respect for the rights of individuals, compliance with the law, and sustainable business practices. Lehigh relies on many outside resources, including contractors, subcontractors, consultants and others. For simplicity, all providers of goods and services to Lehigh are referred to as “vendors”.

### II. Expectations of Vendors

The criteria for selecting vendors will vary but will generally focus on best value, which may include a variety of factors. Before responding to any Lehigh University purchase orders, vendors should become familiar with and ensure that they are able to comply with Lehigh’s standard terms and conditions. Lehigh’s standard terms and conditions will apply to all transactions unless the vendor and Lehigh University Purchasing Services have a signed agreement to the contrary. Terms and conditions defining relationships with vendors are viewable on Lehigh’s [Purchasing Services website](#), and any other alternate agreements to such terms and conditions should be agreed upon before services begin.

#### A. Laws & Lehigh Policies

Lehigh is committed to obey the law in conducting business, including federal and state laws. All vendors must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, vendors must require their subcontractors to do the same. Vendors must also comply with Lehigh’s published policies and procedures. Lehigh reserves the right to decline to deal with vendors who do not comply with the law and university policies and procedures.

#### B. Business Practices

##### a. Purchase Orders (PO), Unauthorized Sales, & Delivery

Lehigh will only pay the amount listed on the PO. If the pricing on the PO is not correct and does not match the quote or proposal, vendors should not ship items but contact Purchasing Services ([inepro@lehigh.edu](mailto:inepro@lehigh.edu)), advising of the incorrect pricing on the PO. A revised PO with the correct pricing will be issued and sent to the vendor. If the vendor ships the items with incorrect pricing, Lehigh will pay the amount indicated on the PO.

Delivery to Lehigh is expected in the timeframe stated on the PO. Should an item become backordered or discontinued, it is the responsibility of the vendor to contact the Lehigh purchaser to notify them of an estimated delivery date or product substitution, if available.

##### b. Solicitation

Lehigh understands that a key component of sales is contacting customers, most often by personal interaction or email. However, vendors should not enter any laboratories or other restricted areas without escort from authorized personnel.

##### c. Gifts

Whenever a gift or entertainment is offered in the context of a business relationship, there is a risk that it may influence, or appear to influence, a business decision. In order to build and maintain our integrity in

the stewardship of funds, Lehigh discourages giving or accepting gifts or entertainment exceeding nominal value to or from any of the Lehigh's vendors. This applies both to employees and to immediate family members. Individual departments may have additional guidelines related to gifts.

"Nominal value" denotes an item or event of relatively low value that is unlikely to be perceived as improperly influencing the recipient, such as a logo cap or lunch during business hours.

### C. Sustainability

We seek to do business with vendors who share our concerns for and commitment to sustainable business practices. At a minimum, vendors must meet all applicable environmental rules, regulations and laws in the countries where they do business. In addition, Lehigh will seek business relationships with vendors who go beyond legal compliance and consistently look for new and better ways to conserve resources, reduce pollution and waste, and enhance the communities in which they operate. Lehigh also makes a concerted effort to engage local vendors in support of the local community.

### III. Monitoring and Compliance

Lehigh or its representatives may engage in monitoring activities to confirm vendor's compliance to this Code of Ethical Conduct, including on-site inspections of facilities, use of questionnaires, or other measures necessary to assess vendor's performance. Based on the assessment of information made available, Lehigh reserves the right (in addition to all other legal and contractual rights) to disqualify any potential vendor or terminate any relationship with any current vendor found to be in violation of this Code of Ethical Conduct at Lehigh's sole discretion.

Any vendor or Lehigh employee should promptly report violations of this code or any unethical behavior by a Lehigh employee or Lehigh supplier to the Lehigh University Ethics & Compliance Hotline at 888-924-4450.