



## **Florida State University Supplier Code of Conduct**

Florida State University (FSU) is committed to conducting its business affairs in a legal, socially responsible, sustainable, and ethical manner consistent with its dedication to excellence in teaching, research, creative endeavors, and service. FSU strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity. Therefore, the University has adopted the following Supplier Code of Conduct to ensure that goods and services provided to the University are consistent with these principles.

Suppliers must act with integrity and are expected to demonstrate a commitment to legal, ethical, safe, fair, and environmentally responsible business practices. The University seeks Suppliers that operate in compliance with all applicable laws and focuses on working with Suppliers that make efficient and effective use of natural resources. FSU is an inclusive culture where discrimination in any form will not be tolerated. Suppliers are expected to demonstrate a commitment to inclusive business practices, including without limitation, diversity in their workplace.

This Supplier Code of Conduct is a statement of the University's expectations and requirements concerning Suppliers with whom the University does business. The Code is guidance for socially responsible business practices and describes the University's expectations for Supplier policies and actions regarding respect, inclusion and non-discrimination, labor standards, human rights, sustainability, ethics, and health and safety.

### **A. RESPECT, INCLUSION, AND NON-DISCRIMINATION**

All Supplier employees must be treated with respect and dignity at all times. FSU requires Suppliers to comply with all applicable laws regarding discrimination in hiring and employment practices. We also require suppliers to:

Maintain a workplace free of discrimination, harassment, victimization, and any other form of inappropriate behavior or abuse on any grounds in compliance with the University's policy of non-discrimination based on race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.

FSU encourages Suppliers to have programs, policies, and practices that legally foster diversity in the workforce, including diversity in leadership, and business diversity practices throughout.

### **B. LABOR AND HUMAN RIGHTS**

The Supplier shall not discriminate in its employment practices, including hiring, work assignments, wages, benefits, promotion, discipline, termination, or retirement, in accordance with federal and state law and the principles expressed in the Universal Declaration of Human Rights, Article 2 and all

federal and state laws. In particular, the Supplier shall not discriminate on the basis of race, creed, color, sex, FSU Supplier Code of Conduct - Rev. 1 - 10.2021 Page 2 of 4 religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status, all of which reflect protections provided by the University.

Suppliers shall not use coerced or forced labor, nor subject employees to inhumane or abusive treatment, in accordance with UN Global Compact Principle 4 and the Universal Declaration of Human Rights, Articles 4, 5 and 23.

Suppliers shall not use labor provided by individuals younger than the age of compulsory education or fifteen (15) years of age, whichever is higher, in accordance with UN Global Compact Principle 5.

All Suppliers shall pay at least the legal minimum wage in all locations in which the Supplier operates.

Suppliers shall make reasonable accommodations for employees with family responsibilities to ensure that they are not excluded from the workforce or otherwise discriminated against, in accordance with Article 16 of the Universal Declaration of Human Rights and the Americans with Disability Act for employees working in U.S territories.

Suppliers shall not retaliate against Supplier or University employees for reporting or investigating allegations of Supplier fraud, waste or abuse.

#### C. EQUAL OPPORTUNITY EMPLOYER

FSU is an equal opportunity employer and federal contractor or subcontractor, all suppliers must agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or physical or mental disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

#### D. HEALTH AND SAFETY

Any FSU Supplier shall take and document all reasonable steps to provide a healthy, safe working environment and prevent injuries, accidents or illnesses, in accordance with OSHA standards and ILO Convention C155, Article 16. Employees will not be expected to complete work in a way that would threaten injury or loss of health when an alternative method is available or preventative measures can be taken.

Suppliers shall provide employees the opportunity to contribute meaningful input on Supplier health and safety standards.

Suppliers shall provide medical care and compensation for injured employees as required by applicable law.

## E. ETHICS

The Supplier shall have a Code of Ethics, or other mechanism, that addresses issues regarding ethical conduct of employees relevant to the market, such as fair hiring practices, conflict of interest management, and supplier resource utilization. The Supplier and its representatives doing business with the University shall conduct themselves with integrity, in accordance with the principles outlined in this Code.

## F. CONFLICTS OF INTEREST

As a Supplier to FSU, any conduct or relationship that could present an actual or perceived conflict with FSU's interests must be disclosed. Suppliers should maintain lists of current employees, directors, officers, and contracted entities and ensure that any relationship with an FSU employee, spouse, or relative is made known to FSU and any conflict is managed. Suppliers are prohibited from soliciting FSU employees for current or future employment.

A Supplier is prohibited from offering or providing any gifts, meals, travel or entertainment to FSU employees for any purpose that is unlawful, unethical, or improper. No gifts, meals, travel, entertainment, or other thing of value may be offered or given to FSU employees while a procurement action is active or being negotiated. The giving or receiving of cash or a cash equivalent as a business gift to FSU employees is also prohibited. Subject to the requirements above, gifts that are reasonable, appropriate, do not exceed \$100 in value, and do not violate applicable law may be acceptable. The exception will be for employees in FSU's division of Finance and Administration, where the acceptance of gifts, regardless of dollar amount is prohibited. Suppliers and their agents should be familiar with the provisions of Florida's Code of Ethics for Public Officers and Employees, contained at ss. 112.311- 112.3261, Florida Statutes, to ensure compliance with gift laws and reporting of qualifying gifts.

## G. SUSTAINABILITY

FSU recognizes the importance of understanding and minimizing the environmental footprint of the campus. Suppliers must abide by applicable laws regarding the environment wherever they operate. In addition, Suppliers should commit to operating in an environmentally responsible manner, including reducing, measuring and reporting on their environmental impact. This may include conserving natural resources and minimizing their own supply chain's impact on the environment.

## H. SUBCONTRACTS

This Code applies with equal force to the Supplier's subcontractors. The Supplier shall be responsible for ensuring that any subcontractors with whom the Supplier does business on a University project adhere to the Code.

Upon request, each Supplier shall disclose to FSU or its designee the location (including facility name, contact name, address, phone number, e-mail address, products produced, and nature of business association) of each facility used in the production of all goods and services provided to fulfill contracts with the University. Such information shall be updated upon request by the University. FSU reserves the right to disclose this information to third parties, without restriction as to its further distribution, and such information will be subject to Florida's Open Records Law.

I. **REPORTING AND COMMUNICATION** Upon request, Suppliers shall complete a self-assessment and reporting process in a timely manner. Suppliers shall have a documented

process for compliance with all applicable laws, regulations and this Code of Conduct. The University may, at its discretion, audit suppliers for compliance.

Suppliers are required to report misconduct, fraud, waste, or unethical behavior of FSU employees. Anonymous reports may be made through FSU's EthicsPoint portal: (<https://secure.ethicspoint.com/domain/media/en/gui/32441/index.html> or 1-855-231-7511)

#### J. ASSESSMENT AND REMEDIATION

The University reserves the right to make judgments, based on available factual and credible evidence, regarding the Supplier's compliance with the Supplier Code of Conduct and impose any warranted sanctions, up to and including termination of contract and/or debarment, in accordance with Supplier's contract with the University. These judgments will reflect University values and will provide additional context and clarification for future applications of the Code.

In response to a complaint submitted to FSU, the University reserves the right to perform audits, investigations, or reviews of any FSU Supplier's corporate social responsibility practices and programs, using any reasonable metric or criteria for evaluation which the FSU, in its sole discretion, deems appropriate. FSU also reserves the right to retain a third party to conduct such an audit, investigation, or review. The Supplier may be required to pay for any such review conducted by FSU, or provide evidence of a similar third-party audit, investigation, or review to assure FSU that it is in compliance with the FSU Supplier Code of Conduct, which may be evaluated for adequacy in FSU's sole discretion. Additionally, Suppliers who violate the Code may be subject to termination of contact and/or debarment from receiving future University projects for a period of up to three (3) years.