

Marketplace Vendor Code of Conduct

Each Marketplace vendor agrees that on-site access at ORNL is a privilege, not a right, and that it can be rescinded at the discretion of the Company. Each vendor (including any employee, representative, agent, partner, subcontractor, or visitor) is expected to know, understand, and adhere to the following code of conduct at all times:

- Vendor will be honest, respectful, and ethical in all aspects of your business at ORNL
- Vendor will maintain the highest standards of integrity in business practices and customer interaction
- Vendor's on-site activities are governed by their subcontract/agreement with UT-Battelle. They shall ensure that all business activities are consistent with the scope of their subcontract/agreement
- Vendor will conduct on-site business in a manner that protects the health and safety of themselves, others at ORNL, and the environment.
- Vendor will comply with all Company policies and procedures.
- Vendor will avoid conflicts of interest of any kind. If a conflict, or appearance of a conflict arises, vendor will disclose it to the Procurement Officer immediately.
- Vendor will promote the products they sell and related customer support services
- Vendor may not criticize or question goods and services of other ORNL vendors
- Vendor may promote ORNL Marketplace Catalogs as an efficient ordering method but may not question ORNL staff on the ordering method they use.
- Vendor will be considerate and respectful regarding sales calls and visits
 - Never make uninvited sales calls via any method (in person, phone, email, etc.) to members of ORNL management
 - Never call on staff who have asked not to receive sales calls
- Vendor will refrain from offering gifts, gratuities, prizes, etc. unless you are explicitly granted permission to do so by ORNL Contracts Division staff