

## **ORNL Buy Catalogs Seller Code of Conduct**

Each ORNL Buy Catalog seller agrees that onsite access at ORNL is a privilege, not a right, and that it can be rescinded at the discretion of the Company. Each seller (including any employee, representative, agent, partner, subcontractor, or visitor) is expected to know, understand, and always adhere to the following code of conduct:

- Seller will be honest, respectful, and ethical in all aspects of your business at ORNL.
- Seller will maintain the highest standards of integrity in business practices and customer interaction.
- Seller's onsite 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.
- Seller will conduct onsite business in a manner that protects the health and safety of themselves, others at ORNL, and the environment.
- Seller will comply with all Company policies and procedures.
- Seller 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.
- Seller will promote the products they sell and related customer support services.
- Seller may not criticize or question goods and services of other ORNL vendors.
- Seller may promote ORNL Buy Catalogs as an efficient ordering method but may not question ORNL staff on the ordering method they use.
- Seller 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.
- Seller will refrain from offering gifts, gratuities, prizes, etc., unless explicitly granted permission to do so by ORNL Contracts Division staff.