

### ORNL Buy Catalog Seller Code of Conduct

Access to the Oak Ridge National Laboratory (ORNL) site is a privilege – not a right granted to ORNL Buy sellers and may be revoked at the discretion of the Company. All Sellers, including employees, representatives, agents, partners, subcontractors, and visitors, are expected to agree, understand and consistently uphold the following standards of conduct:

- ✦ Professional Integrity: Sellers shall conduct all business at ORNL with honesty, respect, and ethical behavior.
- ✦ Business Standards: Sellers shall maintain the highest levels of integrity in all business practices and interactions with customers.
- ✦ Contractual Compliance: Seller's onsite activities must align with the terms and scope of the seller's subcontract or agreement with UT-Battelle.
- ✦ Health, Safety, and Environmental Responsibility: Sellers are responsible for ensuring their activities protect the health and safety of themselves, others at ORNL, and the environment.
- ✦ Policy Adherence: Sellers shall comply with all applicable Company policies and procedures.
- ✦ Conflict of Interest: Sellers shall avoid any actual or perceived conflicts of interest of any kind. Any such situation or appearance of such situations must be disclosed immediately to the Procurement Officer.
- ✦ Product Representation: Sellers are expected to promote their own products and related support services in a professional manner.
- ✦ Respect for Other Vendors: Sellers shall not disparage, criticize, or question the goods or services offered by other ORNL vendors.
- ✦ Ordering Methods: While sellers may promote ORNL Buy Catalogs as an efficient ordering tool, they must not challenge ORNL staff on their chosen procurement methods.
- ✦ Sales Conduct:
  - Unsolicited sales communications (in-person, phone, email, etc.) to ORNL management are strictly prohibited.
  - Sellers must respect requests from staff who opt out of receiving sales calls.
- ✦ Gifts and Gratuities: Sellers may not offer gifts, prizes, or gratuities unless explicitly authorized by the ORNL Contracts Division.