

## **I. Purpose**

Florida Institute of Technology (“Florida Tech”) is committed to conducting its business in a manner that upholds the highest standards of ethics, sustainability, and social responsibility. This **Supplier Code of Conduct** establishes expectations for all suppliers, contractors, and vendors (“Suppliers”) who provide goods and services to Florida Tech.

The Code supports Florida Tech’s alignment with the **Sustainability Tracking, Assessment & Rating System (STARS)** under **Operational Credit OP-9: Sustainable Procurement System**, which promotes responsible purchasing and supplier accountability in social, environmental, and economic performance.

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## **II. Scope**

This Code applies to all Suppliers that conduct business with Florida Tech, including vendors, contractors, consultants, and their subcontractors, and shall be incorporated into contracts, purchase orders, and bid documents. Compliance with this Code is a condition of doing business with Florida Tech.

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## **III. Policy Statement**

Florida Tech expects all Suppliers to operate ethically, sustainably, and in full compliance with applicable laws and regulations.

Suppliers are expected to integrate environmental stewardship, fair labor practices, and good governance into their operations and supply chains.

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## **IV. Standards of Conduct**

### **1. Legal and Ethical Compliance**

- Suppliers must comply with all applicable local, state, federal, and international laws and regulations.
- All business interactions must be conducted transparently and free of corruption, bribery, extortion, or fraud.
- Suppliers shall maintain accurate records and avoid conflicts of interest in dealings with Florida Tech personnel.

### **2. Labor and Human Rights**

- Suppliers shall respect the human rights of all workers and comply with international labor standards.
- The use of forced, bonded, or child labor is strictly prohibited.
- Employment must be voluntary, and workers must be free to leave after reasonable notice.
- Discrimination or harassment based on race, color, gender, religion, age, disability, sexual orientation, or other protected characteristics is not tolerated.
- Suppliers should support equitable hiring practices and inclusive work environments.

### **3. Health and Safety**

- Suppliers must provide a safe and healthy workplace that meets or exceeds legal and industry standards.
- Appropriate safety equipment, training, and protocols must be provided to protect workers from hazards.
- Suppliers should actively monitor and improve their health and safety performance.

### **4. Wages and Working Conditions**

- Suppliers must comply with all applicable wage, hour, and benefit laws.
- Compensation should meet or exceed the legal minimum and be sufficient to meet basic living needs.
- Working hours must be reasonable and voluntary, consistent with applicable laws and standards.

### **5. Environmental Responsibility**

- Suppliers must operate in an environmentally responsible manner, striving to minimize negative impacts.
- Expectations include:
  - Reducing greenhouse gas emissions, energy use, and water consumption.
  - Managing waste responsibly and promoting reuse or recycling.
  - Avoiding the use of hazardous substances whenever possible.
  - Sourcing materials responsibly, with preference for eco-labeled or certified sustainable products.

- Suppliers are encouraged to set measurable sustainability goals and document progress appropriately. Suppliers are to report progress to Florida Tech upon request.

## 6. Sustainable Supply Chain Practices

- Suppliers should extend sustainability principles to their subcontractors and upstream partners.
- Florida Tech encourages suppliers to work toward certifications or programs that demonstrate environmental or social accountability (e.g., ISO 14001, Fair Trade, or equivalent).

## 7. Confidentiality and Data Protection

- Suppliers must safeguard confidential information obtained through their relationship with Florida Tech.
- Data privacy must be maintained in accordance with applicable laws and Florida Tech's policies.

## 8. Monitoring, Reporting, and Auditing

- Florida Tech reserves the right to verify compliance with this Code through assessments, self-audits, or third-party reviews.
- Suppliers may be required to provide documentation or certifications demonstrating adherence to these standards.
- Suppliers are responsible for ensuring that their subcontractors and partners comply with the standards outlined in this Code. Suppliers are to provide documentation of subcontractor compliance upon request and address any violations promptly.
- Identified non-compliance must be addressed through corrective action plans within a reasonable timeframe.
- Florida Tech may publish an annual summary of supplier sustainability progress to promote transparency."
- This does not create a binding obligation on Florida Tech but indicates commitment to transparency. Not needed for the credit OP 9.1 credit per my research.

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## V. Enforcement and Consequences

- Failure by Suppliers to comply with this Code may result in corrective actions, suspension, contract termination, or disqualification from future business with Florida Tech.
- Florida Tech will work with suppliers to resolve issues collaboratively where possible, emphasizing continuous improvement and transparency.
- Material violations or repeated non-compliance may result in permanent removal from Florida Tech's approved supplier list.

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## VI. Implementation and Continuous Improvement

- Florida Tech's **Procurement Services** and **Office of Sustainability** are jointly responsible for implementing and maintaining this Code.
- Florida Tech will review and update this Code periodically to ensure alignment with evolving STARS standards and sustainability best practices.
- Training and communication will be provided to campus departments and suppliers to support awareness and compliance.

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## VII. Reporting and Transparency

Suppliers, employees, or stakeholders may report suspected violations or unethical behavior through Florida Tech's confidential reporting channels:

### Procurement Services Office

Email: [procurement@fit.edu](mailto:procurement@fit.edu)

Mail: 150 West University Blvd, Melbourne, FL 32901

Reports may be made anonymously. Retaliation for good-faith reporting is strictly prohibited.

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## VIII. Acknowledgment

By entering into a contract, purchase order, or engagement with Florida Institute of Technology, the Supplier acknowledges and agrees to comply with this Supplier Code of Conduct and to promote these standards throughout its operations.

**Supplier Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_