



## Statement of Behavior in Contractual Relationships

The Johns Hopkins University is committed to conducting its business affairs in a fair and ethical manner. Vendors are expected to conduct themselves in accordance with fair, ethical and legal trade practices when doing business with the University. Vendor representatives are welcome to visit the University, but are expected to conduct themselves as guests, and act in a proper, business-like manner. Whenever possible, vendor representatives should make appointments in advance before visiting with University faculty and staff.

Vendors are encouraged to negotiate agreements with the University which provide favorable terms such as special pricing, delivery, and payment conditions. When a vendor offers special pricing and terms to the University, the University expects such pricing and terms to be extended to all of its schools and administrative offices.

Once a business relationship has been established, the University expects an agreement's terms to be honored at all times. Should the University have reason to believe that a vendor has abrogated the terms of an agreement, a timely inquiry shall be conducted to determine the facts of the matter. Should it be found that the terms of an agreement have been violated, a vendor shall be held responsible for its actions. An initial incident may result in a discussion with Office of Purchasing Services personnel, and a vendor's representatives, including its sales manager. A second incident could result in the University temporarily suspending the conduct of business with a vendor. A third incident will result in the University permanently ceasing the conduct of business with a vendor.

The University prohibits vendors from offering its faculty and staff any incentives, gifts, or gratuities in exchange for conducting business. The University expects its faculty and staff to avoid having any conflict of interest in directing business to any vendor. Our employees are to have no personal interest in suggesting or specifying vendors. They are not to accept any direct incentives or rewards, financial or otherwise, for conducting business with a vendor.

Should an office/department of the University believe a vendor has acted in an improper or unethical manner, such behavior should be reported to the Office of Purchasing Services. All vendors are expected to treat University employees in a dignified, respectful and professional manner. Likewise, should a vendor believe it has been asked to render goods and/or services to an office/department in a manner contrary to any agreements it has with the University, or act in a manner it considers for any reason to be inappropriate, such behavior should be reported to the Office of Purchasing Services.

The transaction of business in a fair and ethical manner that promotes open and fair competition is in the best interests of the University and its business partners. Conducting business in accordance with the principles enunciated in this Statement of Behavior will promote and engender productive, long term, successful business relationships between the University and vendors.