Supplier Code of Conduct

PBCI expects the companies with whom it does business to embrace its commitment to integrity by complying with, and training their employees on, this Supplier Code of Conduct. Suppliers and their employees, personnel, agents, representatives, sub-suppliers, and subcontractors ("Suppliers") must adhere to this Code while conducting business with PBCI.

1.1 Ethical Business Conduct

Suppliers shall conduct all business with honesty, fairness, and integrity. Suppliers shall comply with all applicable laws and shall not engage in bribery, corruption, extortion, or embezzlement in any form.

1.2 Conflicts of Interest

Suppliers shall avoid actual, potential, or perceived conflicts of interest. Any relationship that could influence a procurement decision must be disclosed at onboarding and within 30 days of any change.

1.3 Respect for Tribal Sovereignty and Culture

Suppliers shall conduct themselves with respect for the sovereignty of PBCI, its laws and customs, and the cultural and ceremonial practices of PBCI and its members. Suppliers shall not disclose, photograph, record, or commercialize information about PBCI cultural or ceremonial practices without express written permission.

1.4 Treatment of Workers

Suppliers shall comply with all applicable labor laws, shall not use forced labor, child labor, or trafficked labor in any operation supporting PBCI, and shall provide safe working conditions and fair compensation.

1.5 Diversity and Non-Discrimination

Suppliers shall not discriminate in employment on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve component of the military forces of the United States. Pursuant to PBCI's Indian Preference Policy, Suppliers shall comply with the requirements set forth in Section 33-3-5 of the Tribal Code of the Poarch Band of Creek Indians.

1.6 Health, Safety, and Environment

Suppliers shall maintain a safe and healthy workplace, comply with all applicable health and safety laws, and minimize environmental impact.

1.7 Confidentiality and Data Protection

Suppliers shall protect PBCI confidential information and personal data using safeguards no less stringent than those agreed upon and the requirements of applicable law. Suppliers shall not use PBCI information for any purpose other than the contracted work.

1.8 Reporting Concerns

To report a possible violation of this Code, Suppliers should contact the PBCI Office of Procurement.

1.9 Acknowledgment

By signing, the authorized representative acknowledges that the Supplier and all of its personnel shall comply with this Supplier Code of Conduct.

Vendor Expectations

In order to successfully do business with PBCI, vendors shall adhere to the following expectations at each stage of the procurement cycle.

2.1 Procurement Engagement

- Ensure Office of Procurement involvement in all transactions for goods and services.
- Understand that the Office of Procurement is the sole authority authorized to negotiate and make commitments on behalf of PBCI.
- Submit fair and reasonable pricing through bids, quotes, and Requests for Proposal.

2.2 Contract and Purchase Order

- Obtain a fully executed contract or valid Purchase Order prior to commencing work or delivering goods.
- Reference the Purchase Order number on all packing slips, deliverables, and invoices.
- Do not exceed the scope or value of the Purchase Order without written authorization through a change order or PO modification, as approved by PBCI Office of Procurement.

2.3 Insurance

- Maintain proper insurance for the duration of the engagement.
- Submit a current Certificate of Insurance naming PBCI as Additional Insured before work begins, if requested.

2.4 Receiving and Delivery

- Provide deliverables that meet or exceed specifications in the Purchase Order.
- List the Purchase Order number on all packing slips and shipping documents.
- Coordinate delivery times with the Receiving Department; unscheduled deliveries may be refused.

2.5 Invoicing and Payment

- Submit invoices directly to Accounts Payable using the method designated by PBCI.
- Reference the Purchase Order number on every invoice. Invoices missing a PO number may be rejected.
- Provide supporting documentation as appropriate (timesheets, signed delivery tickets, etc.).
- Preferred payment method is ACH. Standard payment terms are NET 30 unless otherwise negotiated.

2.6 Quality and Delivery

All vendors are expected to deliver goods and services that are professional in quality and fully consistent with the specifications, scope, and timelines established in their governing contract or purchase order. PBCI retains sole discretion to evaluate and determine the adequacy of all goods and services received. Inadequate or non-conforming delivery may result in rejection of work product, withholding of payment, or limits on the vendor's future eligibility to conduct business with the Tribe.

2.7 Conduct and Compliance

- Maintain ethical, fair, and lawful conduct at all times.
- Avoid any actual, potential, or perceived conflict of interest.
- Communicate effectively and promptly with the Office of Procurement.
- Provide accurate and complete information.
- Maintain and uphold the confidentiality of PBCI information.
- Comply with the PBCI Supplier Code of Conduct.
- Comply with PBCI's Standard Terms and Conditions.