Richardson Independent School District
Purchasing Department

Vendor Code of Conduct and On-Site Requirements

Vendors and their employees, agents, subcontractors, suppliers, installers, and any other representatives performing work on Richardson Independent School District (RISD or the District) property are required to understand and comply with the following rules and responsibilities. Failure to comply with these requirements may result in removal from District property and/or termination of the contract at the District's discretion. Vendors are responsible for ensuring that all personnel comply with these requirements.

All vendor personnel working on RISD property shall acknowledge and agree to comply with the following:

1. All vendor personnel must check in with the designated RISD representative and/or campus office upon arrival and prior to entering any District facility.

2. Vendor personnel must always wear a visible identification (ID) badge while on District property, in accordance with District background check and identification requirements. See Criminal Background Check attribute included in Solicitation Requirements.

3. The use of tobacco products is strictly prohibited on all District property. This includes, but is not limited to, cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and vapor products.

4. The possession, use or being under the influence of drugs or alcoholic beverages is strictly prohibited on District property.

5. Vendor personnel shall always conduct themselves in a professional and courteous manner. Profanity, vulgar or inappropriate language or behavior is prohibited. The district reserves the right to determine, in its sole discretion, whether the conduct is inappropriate.

6. Unacceptable behavior, including but not limited to physical or verbal intimidation, harassment, horseplay or fighting, will result in immediate removal from District property. The District shall determine unacceptable behavior in its sole discretion.

7. Vendor personnel shall not engage in inappropriate or unauthorized interaction with students. This includes, but is not limited to, socializing or initiating conversations unrelated to the work being performed; exchanging personal contact information; communicating with students via phone, email, social media or any electronic means. All contact with students must be limited to that which is necessary and appropriate for the performance of contracted services and must always be professional in nature.

8. Vendor personnel shall use only restrooms designated by the District. Student-designated restrooms shall not be used.

9. School operations may require interruptions or adjustments to work schedules. Vendors are expected to cooperate with the District to accommodate such changes and coordinate rescheduling as needed.

10. Vendor personnel must be properly attired in appropriate work clothing, including required personal protective equipment (PPE) and suitable footwear, consistent with the work being performed.

11. Vendor personnel must leave District property promptly at the conclusion of their work shift unless otherwise authorized.

12. Weapons of any kind are prohibited on District property, including parking areas, in accordance with all applicable state laws and District policies.

13. Vendor personnel shall submit to criminal background checks as required by the District. Compliance with all applicable background check requirements is mandatory prior to performing work on District property.

14. No individual shall be permitted to work on District property where students are present if they have pending charges, convictions, probation or deferred adjudication for offices including, but not limited to, offenses against children; sex offenses; crimes involving violences or weapons; felony offenses against property; or any other risk the District determines may pose a risk to the safety of students, staff or property. The District reserves the right to make any final determinations regarding eligibility.