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## **RELATIONS WITH VENDORS**

The board of education wishes to maintain good working relations with vendors who supply materials and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

In the schools, vendors shall be seen by appointment only. Vendors who call upon a school shall be governed by policy #1250. Teachers or supervisors of instruction who have invited vendors to call should notify the principal's office in advance so that proper courtesies may be extended.

No agents, canvassers, or vendors shall have access to teachers during their classes. No business concern which solicits or gains business through the school system shall use school facilities for this purpose without express permission of building principal or central office.

### **Affirmative Action**

All vendors shall supply assurances that they do not practice discrimination as described in the administrative code. All vendors shall be informed that harassment of any kind of district pupils or employees by their representatives is prohibited.

No official or employees of the district may accept gifts or remuneration from any person, group or entity doing or desiring to do business with the district; and all business related gratuities are specifically prohibited except nominal value advertising items widely distributed. (All vendors shall be informed of this policy.)

Date: February 14, 1996

Legal References: See Appendix

Cross References: See Appendix

Key Words: Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action