

## Vendor Document Checklist & Acknowledgement

Like all business relationships, it is critical that all the requirements of establishing a mutually rewarding partnership are clear to all parties from the start. The following is information that will provide critical details to our business partnership. Please review the documents carefully and ask for clarification to any questions you may have.

- Vendor Code of Conduct
  - Audits and Inspections
  - Compliance with Laws
  - Antitrust
  - Social Responsibility, Labor and Human Rights
    - Safe and Healthy Workplace
    - Forced Labor, Bonded Labor, Slavery or Human Trafficking
    - No Harassment or Abuse
    - No Discrimination
    - Reasonable Working Hours and Overtime
    - Fair Wages
    - Child Labor
  - Conflicts of Interest
  - Anti-Corruption
  - Transshipments
  - Environmental Laws
  - Bio-Hazard Materials
  - Trademark Protection
  - Confidentiality
  - Whistleblowers
  - Reporting Violations of Law or Vendor Conduct Guidelines
- PO Terms and Conditions
- Vendor Profile
- Vendor Self Evaluation
- Minimum Production Record Retention Requirements
- Documents Require to Ship
- Compliance Checklist
- Vendor Manuals & Documents located at the link <http://orchardhomeservices.com/vendor-relations/>

**This Agreement shall remain in effect until it is terminated by either Party with thirty (30) days prior written notice.**

Please sign below and return this document. Your signed acknowledgment shall serve as our record that you have been notified of these policies and that the code of conduct is posted in a prominent place in all major workplaces, translated into the language(s) of the employees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title of Signature

\_\_\_\_\_  
Vendor Name & Address

\_\_\_\_\_  
Company Stamp of the vendor