



miller tanner
ASSOCIATES

Vendor Code of Conduct



Vendor Code of Conduct

Expectations

The Vendor Code of Conduct describes Miller Tanner Associate's expectations for the business conduct of our qualified suppliers and business partners.

This Vendor Code of Conduct outlines the minimum requirements and expectations for the behavior of MTA selected suppliers. These standards apply to all vendors of goods and services for any MTA business or vendor (collectively "vendors" or "suppliers") in the supply chain regardless of location.

Our suppliers will treat their own vendors/sub-contractors/suppliers as an extension of their service to MTA and uphold the standards of the Code of Conduct throughout the supply chain.

Business Ethics

All vendors are expected to conduct their business in an ethical manner, maintaining high standards of honesty and integrity in all business practices, in full alignment with applicable global, state, and local laws, regulations and ordinances, including applicable civil rights, human rights, environmental and labor laws.

Confidentiality and Data Protections

All Vendors and their sub-contractors are expected to respect proprietary and confidential information and must maintain policies that enforce strict compliance with the confidentiality and anti-trust requirements of such information. Vendors must comply with all applicable laws and regulations relating to privacy, the processing of personal data and data protection, and/or any state, national or other jurisdictional laws implementing these laws and/or regulations. We expect our vendors to adhere to all MTA published directives and specific work instructions related to securing personal and confidential data always.

Please review MTA's Privacy Policy: <https://www.millertanner.com/privacy-and-usage/>

Business Integrity

Any bribe, corruption and/or unethical financial practices, irrespective of direct or indirect benefits, is prohibited. Bribes include cash, kickbacks or kickback schemes, unexplained rebates, payments for advertising or other disguised allowances or expenses.

Compliance and Reporting Violation

Vendors should encourage staff to report concerns in compliance with this code or illegal activities without threat or reprisal, investigating and acting if found necessary.

MTA requires vendors to actively self-report ongoing deviations from service standards, quality management performance indicators, and any significant violations affecting the supply of services with remedial actions.

Vendors must provide information on significant changes to the risk within their management systems including changes to key personnel, locations of operations and anticipated service standards. All vendors should immediately notify MTA of any actual, potential or suspected violation of this code of conduct: compliance@millertanner.com



If reporting a potential or actual security event and or data breach:

<https://www.millertanner.com/si>

Ineligible Vendors

MTA and its vendors will not do business with or qualify any vendor if any of its officers, directors, or employees is, or becomes, excluded from, debarred by, or ineligible to participate in any governmental contracting program.

Labor

Vendors shall commit to supporting dignity and respect within their workforce, along with upholding:

Human Rights

Vendors shall forbid the use of youth and compulsory labor, modern human trafficking and slavery, unsafe and hazardous working conditions and environments, and any behavior that does not maintain human dignity and respect through their supply chain.

Non-Discrimination

Vendors must commit to fostering an environment that values fairness with a conscious desire to achieve understanding, respect, inclusion, and continuous learning.

Diversity

Although we consider all qualified vendors equal, we recognize the value of minority owned businesses like MTA and would expect our vendors to support increasing sourcing opportunities, where applicable.

Occupational Health and Safety

Vendors must provide safe and healthy working environments, including considerations for travel and company provided accommodations, supporting:

Emergency Preparedness

Vendors must proactively identify potential emergency situations and work to minimize their impact through emergency plans and response procedures.

Environment Sustainability

MTA is continuing our efforts and practices to produce greater eco-friendly events and development of sustainable practices in the overall reduction of waste, recycling and carbon footprint. It is our practice to partner with vendors/suppliers with similar programs.



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Social Responsibility

MTA continues our efforts to contribute to the social well-being of the communities in which they do business and maintain operations and must demonstrate accountability and transparency in sustainability performance. It is our practice to partner with vendors / suppliers with similar programs.

Training

All vendor staff should adhere to their company's procedures and training requirements and must be able to show appropriate compliance measures upon request during audits and regulatory inspections and at other points during the vendor relationship.

Publicity

MTA prohibits the public disclosure of its name, logo, likeness, vendor relationships, products, parts, designs or any other non-public information in any press release, prospectus, offering memorandum, customer list, web site, including, without limitation, product displays at any trade show or vendor facility, without specific prior written authorization.

Conclusion

Miller Tanner Associates is committed to fostering strong partnerships with our vendors and suppliers, built on mutual respect and adherence to our Vendor Code of Conduct. Since our inception in 1997, we have prioritized delivering exceptional experiences through personalized expertise and tailored solutions. We believe that by upholding these standards together, we can not only enhance our service delivery but also contribute positively to the communities we serve. We look forward to working collaboratively with our vendors to achieve excellence and sustainability in all our endeavors.

Contact Us

For additional information regarding these expectations and requirements, please direct communications to:

Global Headquarters:

501 Union Street, Ste 545
PMB 81206
Nashville, Tennessee 37219-1876

Phone: [877.633.8682](tel:877.633.8682) (from in the US) | [+1615.466-2600](tel:+1615.466.2600) (from everywhere else)

Email: compliance@millertanner.com