

CONSTRUCTOR'S GUIDE

V. Miscellaneous Issues

(Revised March 3, 2008)

October 1, 2006



Yale University
Facilities Planning & Construction

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V. MISCELLANEOUS ISSUES

POLICY ON ETHICAL CONDUCT

Please note Yale Facilities Planning & Construction (FACPC) policy on receiving vendor gifts and Yale procurement guidelines:

Each member of FACPC shall maintain a personal commitment to professionalism and integrity.

Each member of s FACPC shall conduct their work-related professional and personal affairs in a manner which will bring credit upon themselves and Yale University.

We shall not solicit, nor shall we accept, any gift, gratuity, food, beverage or favor from any internal, or external, customer or supplier. This includes donuts, bagels, lunches, alcoholic beverages, holiday fruit baskets and the like. If a vendor sends such items to a member of FACPC, they are to turn it in to Anne Kelley immediately. The ONLY exception is if the gift is from a customer or supplier who is also a close personal friend, and if the gift is of a uniquely personal nature (homemade wine or homegrown vegetables, for instance), then this restriction would not apply.

FACPC believes the only real basis for a good Customer/Provider relationship is one based upon mutual cooperation and respect and the provision of quality and timely service, not the receipt of gifts and/or promotional items. We anticipate that our vendor will offer their most competitive prices for the items we seek. Yale procurement, and our receiving systems, will not allow us to receive items which we did not order on a purchase order. Please ensure your conduct does not put you, Yale University, or our vendors in an embarrassing and uncomfortable situation.

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HARDWARE

Constructor shall save all seven-pin *throw members* _ which will be supplied to Facilities Operations _ *Lockshop*_ for installation of cores.

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**PROJECT PHOTOGRAPHY
BY CONSULTANTS & CONSTRUCTORS**

The following has been confirmed with representatives of the University's Office of Public information for photographs taken by members of design and construction teams who work on our construction and renovation projects.

The project manager must be notified in writing before photographs are taken.

The photographer must be accompanied by a project manager or a representative of the occupant department's business office.

No Yale University faculty, staff or student may be included in photographs without their written permission.

No patients or research subjects will be included in any photograph.

Only photographs of projects specifically worked on may be included in documents such as annual reports, or brochures for the purpose of obtaining new commissions.

Publications (in addition to above):

No photographs of Yale property or projects will be used as part of any advertisement.

No photographs may be used of Yale buildings, settings, or scenes that are not specifically part of a renovation or construction commission.

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APPENDIX V

There are no items in this appendix at this time.

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