

Vendor Code of Conduct

Effective August 1, 2022

The Children's Museum of Indianapolis recognizes that vendors, manufacturers, suppliers and service providers ("Vendors") are important to our success. The museum also acknowledges that the training, knowledge and expertise that Vendor representatives possess contribute to our organization's ability to produce highly effective gallery offerings, events and services for the community.

Interactions with the museum and its staff, visitors, licensees and invitees

In that spirit, the museum requires that while on the premises of the Children's Museum of Indianapolis, Vendors will follow the same standards of conduct as museum staff. They are expected to conduct themselves in a proper manner and be professional in appearance. No illegal substances or alcoholic beverages are allowed on museum property. The museum is smoke-free. Smoking or the use of tobacco products or other illegal substances of any kind is not permitted. The museum is also a gun free facility. In addition, the museum exists in the service to children and their families. Any inappropriate language, intimidation tactics, bullying or other unacceptable behaviors will not be tolerated.

The Children's Museum is fiercely devoted to our Diversity, Equity, Accessibility, and Inclusion (DEAI) efforts. Together we are building and sustaining an inclusive culture that encourages, supports, and celebrates differences. As such, every effort will be made to solicit bids from minority, women, veteran, and other diverse business owners. In addition, alignment with the Museum's DEAI efforts is an expectation of all vendors while engaging in business with the Museum. Please review the DEAI Guidelines for Vendors posted with this document on the Museum website.

Other Vendor conduct expectations include:

Wireless Technology

Vendors may not independently use any wireless or wired technology to connect to the museum's non-public network. Connectivity to any non-public network requires the advance written permission of an IIT manager or above, and use of the network must be limited in scope to the purpose for which permission has been received.

Gifts

Vendors may not offer, or provide the appearance of offering, gratuities, fees, gifts, services, loans, entertainment or other favors to museum personnel in excess of \$100 or in any amount provided with the intent to influence a decision affecting the museum or a member of the museum staff, volunteer or board member. Vendor shall also comply with the Foreign Corrupt Practices Act (FCPA).

Parking

Vendors may use the visitor parking garage or available surface lots. Entrance is free for these areas. The main entrance drive, school entrance, delivery dock and other designated "No Parking" areas should not be used without prior arrangements with museum staff.

Confidential Information

Vendors may not request confidential information, pricing comparisons or other proprietary information unrelated to the purpose of the Vendor's engagement. Knowledge about upcoming exhibits, events or operations gained during an engagement is confidential and may not be shared with others. Purposeful or inadvertent (through casual conversation) disclosure of confidential information to any unauthorized person, inside or outside the Museum, should not occur. All questions regarding Museum policies, procedures and regulations concerning aspects of purchasing and the provision of services should be referred to the museum personnel involved in the engagement.

Vendor Visitation Policies

Vendors are asked to observe the following visitation policies:

Scheduling visits

Vendors are expected to schedule all on-site activity in advance. Vendor representatives are asked to sign in at the Control desk adjacent to the Welcome Center upon arrival and wear proper identification while in the facility. Vendor representatives on site who have not checked in with the Control Desk and have no pre-scheduled appointment will be asked by museum management or security personnel to leave the facility.

Presence in restricted areas

Vendor representatives may be required to be escorted while in the museum. Determination of this will be dependent upon the location of the work and the nature of the engagement.

Bringing products into the facility

Any products the vendor brings in will be removed upon departure from the facility, unless otherwise approved. Offering unsolicited or more than de minimis or incidental promotional items, including food, for the Museum team is discouraged since this practice can be viewed as a conflict of interest and indirectly impacts the cost of products and services. The Museum will not require employee participation in promotion or other advertisement on behalf of a vendor through the use of apparel, memorabilia, or otherwise.

Accessibility Expectations

The Children's Museum of Indianapolis is committed to providing inclusive and accessible experiences to all visitors, staff and volunteers. This includes an expectation for sustainable and

cost-effective solutions that meet accessibility standards from our Vendors. Vendors should be aware that proof of compliance with accessibility regulations may be requested during RFP and contracting processes. In addition, a warranty for remediation may be expected to ensure any accessibility issues discovered after implementation of the product will be addressed within a defined timeframe to be mutually agreed upon, but not to exceed 90 days. Any considerations for exceptions to the accessibility requirements must be submitted in writing to the museum by the Vendor. Approvals will occur in consultation with the museum's accessibility team and the executive responsible for the initiative.

Insurance & Other Documents

Vendor shall provide and keep up to date Certificates of Insurance demonstrating General Liability insurance in the amount of \$1M per occurrence/\$2M aggregate, and Worker's Compensation Insurance, unless otherwise noted in the Vendor agreement. Additional insurance requirements for cybersecurity or other engagement related insurance policies may be required at the Museum's discretion. Vendors may also be asked to produce audits, evidence of compliance and other security reports (SOC2, FTI, NIST, etc.) annually or upon demand.

Policy Infractions

At any point where the presence of the representative is deemed intrusive, he or she will be excused from the area or facility.

Violations of the protocol outlined in this policy will be noted. Any violation of these mandates may result in the following consequences:

The sales representative, district manager and home office may receive a notice of violation from the museum, which will make every effort to collaborate with the Vendor to resolve the infraction. Failure to resolve the issue may result in temporary or permanent removal of Vendor's privileges within the museum.

Vendor operations

Corporate integrity, responsible product sourcing, and the safety and wellbeing of workers across the global supply chain are of paramount importance to the museum. These principles apply to all aspects of the museum's business, and encompasses all vendors, manufacturers, suppliers and service providers ("Vendors").

DEAI Guidelines for all Vendors and Suppliers

Working with The Children's Museum of Indianapolis

The Children's Museum is fiercely devoted to our Diversity, Equity, Accessibility, and Inclusion (DEAI) efforts. Together we are building and sustaining an inclusive culture that encourages, supports, and celebrates differences. In furtherance of ensuring that the vendors we support share our values, the museum hereby notifies you of the following DEAI expectations for all vendors and suppliers wishing to do business with the Children's Museum of Indianapolis.

1. The museum will ask you to provide a description of your organization's commitment to and efforts in support of DEAI.
2. It is our expectation that vendors with whom we engage will embrace the need for change and demonstrate conscious efforts to broaden their level of diversity by including services or goods that are inclusive of the efforts of a broad spectrum of people diverse in race, gender identity, socioeconomic background and/or culture. Diversity and efforts to increase diversity will be a factor for consideration in the vendor selection process.
3. The museum expects vendors to have in place controls that prevent the public use of offensive language or actions by their employees, contractors or subcontractors that would be perceived negatively by underrepresented groups or considered unacceptable in an environment structured for children. This includes actions such as stereotyping, racial slurs, co-opting cultural language, in addition to offensive branding, images, or verbiage on clothing, body art, etc.
4. Controls are expected to be in place to prevent the use of language in naming conventions (as applied to product, collection, color, or design), product information, marketing assets, etc. that may also negatively impact underrepresented groups (by reinforcing stereotypes, utilizing slurs, co-opting cultural language, etc.). This expectation also includes controls that would prevent the use of designs, patterns, forms or materials that are culturally offensive.
5. It is an expectation of the museum that vendors will have processes and controls in place, where applicable, to prevent cultural appropriation, plagiarism, theft, and/or inappropriate use of designs, patterns, forms, materials, words, names, etc. that are culturally meaningful to and/or originated from Native, Indigenous or other underrepresented communities.
6. Guidelines are expected to be in place that ensure marketing assets, photos, videos, etc. which represent their services, contain diverse and inclusive representation across race, age, gender identity/expression, body size, and disability, and expects contracted creative assets provided to the Museum to reflect the same in line with the particular project.