Notice to Vendors

A. Under the New Jersey State Conflicts of Interest Law and the policies of Rutgers University, prospective or current vendors to Rutgers are not permitted to offer gifts or offer anything of value to any university employee which would constitute a direct or indirect inappropriate personal benefit to any university employee or any member of a university employee’s family.

B. For example, as public employees, university employees may not accept meals, entertainment, including tickets to sporting or other events, holiday gifts, or other items which could be construed under the law as an attempt to influence the objectivity of a university employee in the conduct of his or her duties.

C. The purpose of the law and university rules is to assure that university resources are expended objectively and without favoritism, as well as avoid personal benefits to university employees which reasonably could be construed by the public to be an appearance of impropriety. In certain circumstances violation of these rules can place the vendor, the university or the employee in legal jeopardy. New Jersey state statute, NJSA 52:13D-26. provides: “Inducing or attempting to induce legislative member or state officer or employee to violate act; penalty No person shall induce or attempt to induce any State officer or employee, special State officer or employee, [which includes all university employees] or member of the Legislature to violate any provision of this act or any code of ethics promulgated thereunder. Any person who willfully violates any provision of this section is a disorderly person, and shall be subject to a fine not to exceed $500.00 or imprisonment not to exceed 6 months, or both.”

D. These rules do not prohibit interactions between a vendor, the university and university employees which further the ability of the university to evaluate vendor products, services, or receive the benefit of vendor training for university employees on their products. For example, some vendors offer free all day training to client employees, and under these circumstances vendors customarily offer the trainees lunch at vendor expense; to protect the vendor, the university and university employees, if the university authorizes its employees to participate in the training then the university will reimburse the vendor for the meal so that all parties will remain in compliance with applicable law.

E. The university understands that vendors may have legitimate questions as to whether a particular contemplated activity or practice is in compliance with New Jersey law and university rules. Any vendor who may have any such question shall direct a timely inquiry to the university to allow for consultation and appropriate decisions which will both further the legitimate relationship between the university and the vendor while also safeguarding the vendor, the university and all university employees and maintaining the confidence and trust of the public.

F. Any vendor or prospective vendor agrees to abide by these requirements and is responsible for communicating these requirements to its employees, agents and subcontrators who interact with the university and university employees.