

Supplier Conduct Guidelines

Supplier Compliance with Procurement Policy and Procedure

Conduct Guidelines

All suppliers shall adhere to the following standards of conduct.

1. From time to time it may be necessary for some services to be performed at Lance offices.
 - A. Office amenities such as beverage and snack machines are available to suppliers.
 - B. Lance reserves the right to search supplier vehicles on Lance premises.
2. Suppliers are expressly prohibited from offering or giving any gratuities to Lance's employees, agents or representatives.

Supplier Compliance with Procurement Policy and Procedure

1. All suppliers shall be responsible for understanding and adhering to the instructions contained in Contracts and/or Purchase Orders regarding:
 - A. Invoicing
 - B. Insurance and other related documentation
 - C. Travel and Expense on Lance-related business
 - D. Lance contacts and assistance
2. No supplier should begin work on any project or ship any goods to a Lance facility prior to receipt of a Lance Purchase Order or other valid Lance contract.

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