UT Southwestern has established an Employee Discount Program to allow certain vendors the opportunity to offer their products and services to UT Southwestern employees at a discounted rate under the procedures and requirements set forth in this policy memorandum.

Exclusions

1. UT Southwestern will not accept listings for discounts on professional services from accountants, law firms, real estate agencies, mortgage companies, or financial advisors.

2. UT Southwestern will not accept listings for medical service providers or vendors who may directly compete with medical or dental services or products offered by UT Southwestern.

3. UT Southwestern will not accept listings from vendors whose primary lines of products or services consist of alcohol, tobacco, firearms or explosives, gambling, or pornographic-related material.

4. UT Southwestern will not accept listings from transportation services including taxi and limousine services.

5. Restaurant and food vendors will be required to submit their sanitation grade. Vendors with sanitation grade levels below 80 will not be approved.

6. UT Southwestern will not accept listings from small independent sellers representing Amway (Quixtar), Tupperware, Avon, or other multilevel marketing products or services.

Disclaimer

UT Southwestern does not endorse products or services offered by vendors participating in the Employee Discount Program, nor is UT Southwestern responsible for agreements entered into between employees and vendors or for resolving disputes arising between the parties. Inclusion of a service or product in the program is not a guarantee of quality, and the services and products offered through this program do not constitute compensation to employees.

No Contract, Agent Relation, Legal Duty, or Liability

A vendor’s participation in the Employee Discount Program does not constitute or create a contract or agent relationship between the vendor and UT System or UT Southwestern, and participation is separate and distinct from the
provisions of any contract that may exist between the vendor and UT System or UT Southwestern. Vendor participation does not create any legal duty or liability on the part of UT System or UT Southwestern for any actions of the vendor.

Cancellation of Program, Participation, or Products and Services

Specific products and services offered, vendor participation, or the Employee Discount Program itself may be canceled at anytime without advance notice.

Scope

This policy applies to all active UT Southwestern employees, including regular staff, faculty, educational appointees, and students.

PROCEDURES (INCLUDING LINKS TO RELATED DOCUMENTS)

1. The Employee Discount Program will be administered by a program administrator in the Office of Human Resources and will be made accessible to UT Southwestern employees on the University’s Intranet site.

2. An on-line Vendor Application will be made available on the Purchasing Department Internet website. Interested vendors must agree to all provisions of the Employee Discount Vendor Participation Agreement before being redirected to the Employee Discount Vendor Application Form.

3. An independent review of all potential participating vendors will be conducted through the Better Business Bureau of America (BBB).

4. If the Vendor Application is denied, the program administrator will notify the vendor appropriately. All decisions of the program administrator are final with no appeal rights.

5. If the Vendor Application is approved, the program administrator will post the vendor’s information on the program website.

6. UT Southwestern will promote the Employee Discount Program via the university Intranet site and via:
   a. Campus News -- Public Notice email announcements;
   b. Notices posted on bulletin boards in accordance with established posting requirements; or
   c. Advertising tent cards at approved campus locations.

Vendor Participation

Vendors participating in the Employee Discount Program must meet the following requirements:

1. Vendors must comply with the UT System Board of Regents’ Rules and Regulations, applicable UT Southwestern policies, and state law, including any licensing or certification requirements applicable to the provisions of a particular service.

2. A vendor may not disclaim knowledge of, or responsibility for, the authenticity or legality of the product or service offered.

3. Vendors must be in good standing with the Better Business Bureau.

4. Discounts offered through the program must represent an added value or an actual discount on the product or service offered.

5. Vendors must require that a valid UT Southwestern Identification Badge be presented to receive the discount offer.
6. Where a vendor has access to the personal property of an employee, the vendor may be asked to provide proof of license and bonding.

7. Vendors may not use UT System or UT Southwestern logos or seals or otherwise imply that participation in the program represents an endorsement by UT System or UT Southwestern.

8. Participation may not create a conflict of interest. Officers or employees of UT System or UT Southwestern may not participate in the discount program as vendors.

9. Vendors must have a physical location with a verifiable mailing address and telephone number.

10. Vendors must renew their Vendor Application annually.

11. Vendors must immediately notify the program administrator, in writing, regarding any changes that may affect the product or discount offered, such as product recalls or discontinuation of products or services offered. Further, vendors must keep any web site information up to date if the vendor uses a web site to communicate information to UT Southwestern employees regarding prices, products, services, and dates discounts are being offered.

12. Vendor communication regarding the Employee Discount Program will be limited to contact with the program administrator.

13. Vendors may not solicit a UT Southwestern employee either in person or by telephone, email, or written materials during the employee’s workday.

14. UT Southwestern may remove a vendor from the program based on complaints from employees or for any other reason deemed to be in the best interest of the medical center and its employees.

**Employee Participation**

UT Southwestern employees are encouraged always to compare prices on products and services before purchasing items through the participating vendors. Any arrangement for services or products purchased through the Employee Discount Program is the sole responsibility of the employee.

**DEFINITIONS**

- **Vendor** is defined as any eligible business entity providing a discounted product or service to UT Southwestern employees through the UT Southwestern Employee Discount Program in compliance with the UT System Board of Regents’ *Rules and Regulations*, institutional policies, and state law, including any licensing or certification requirements applicable to the provisions of the product or service offered.

- **Discount Offer** is defined as a discounted rate established by a vendor that will give employees a meaningful point-of-sale discount off the retail price of selected goods or services based upon presentation of an identification badge when purchasing a product or service.

- **Identification Badge** is the official UT Southwestern identification badge provided to active employees.

**PREVIOUS HANDBOOK POLICY CHAPTER AND NUMBER**

Not applicable.

**RELATED STATUTES, OTHER POLICIES, REQUIREMENTS, OR STANDARDS**

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CONTACTS / FOR FURTHER INFORMATION
Office of Human Resources 214-648-9810

WEBSITE ADDRESS FOR THIS POLICY