

## **NORTHCENTRAL TECHNICAL COLLEGE EXPECTATIONS OF CONTRACTOR/VENDOR AND IDENTIFICATION CARD GUIDELINES**

### **PURPOSE**

Northcentral Technical College is committed to providing the safest possible environment for all members of the campus community. At times, it is necessary to permit outside contractors/vendors to access campus facilities for the purpose of construction, renovation, maintenance, operation of NTC Facilities. All contractors/vendors performing work on Northcentral Technical College Campuses will be required to sign in with the NTC Shipping and Receiving Staff. If work is done after business hours they will have to sign in with the Security Department. It is required that they display an NTC Contractor Identification Card that will be issued to them.

- **Definition: The term “contractor/vendor” includes any company, and individual that is an employee of a firm having a formal contractual relationship with Northcentral Technical College or anyone else that has been retained to work at the college.**

### **PROCEDURE**

- Upon the awarding of a contract and prior to the commencement of work at NTC the contractor / vendor will be required to submit a list of workers that are authorized to work at or within the facility for each project.
- Contractors / vendors are required to sign in and out daily through the Shipping and Receiving or Security Office after business hours. Authorized workers will need to show their company’s identification or wear the appropriate identifying company attire. Authorized workers will then be issued an NTC Contractor Identification Card. The Contractor ID card must be worn at all times while on NTC Campuses. ID’s must be returned to the Shipping and Receiving Office or Security Department when that contractor’s work has been completed for the shift.

### **DESIGNATED PARKING AND UNLOADING EQUIPMENT/MATERIALS**

- Contractors / vendors that have company vehicles that display company designation or logo may park in a construction zone determined by the Director of Facilities or designee. The number of vehicles may be limited depending on the size of the project and construction zone. All other vehicles need to unload their tools and materials and park in the closest NTC public parking lot.
- All contractors’ / vendors’ employees that drive their personal vehicle must park in one of NTC’s public parking lots closest to the project they are working on.

- No vehicles are allowed to park in Handicap Parking Zones, Fire Lanes, or any other areas designated by signage. Any vehicle found parking in a location other than a designated parking area without approval will be ticketed.

### **SMOKING/TOBACCO USE**

All NTC Campuses and property are tobacco free so smoking and any use of tobacco products including e-cigarettes and vaping devices are prohibited. Failure to comply will result in the removal from NTC property.

### **SUBSTANCE ABUSE**

Alcoholic beverages and controlled substances are strictly prohibited on all NTC property. Failure to comply may result in the immediate and permanent removal of all offending personnel.

In the event of illegal substances, Campus Security and the local police will be contacted.

### **PERSONAL CONDUCT/LANGUAGE**

Northcentral Technical College expects that all members of the college community (employees, students and visitors), will observe personal integrity in their relationships, comply with all laws and regulations applicable to the College, treat others with dignity and respect, and accept responsibility for the appropriateness of their own conduct.

The college strives to maintain a courteous and respectful environment for students and employees. NTC expects all contractors / vendors to act professionally and use good judgment in choice of language while on campus.

### **WEAPONS ON CAMPUS**

NTC has a zero tolerance for violence and acts of aggression and will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any NTC owned or leased facility or any NTC sponsored activity.

The use, concealment, creation, manufacture, or possession of weapons and/ or potentially dangerous devices on the NTC campuses, in the NTC facilities which NTC owns , leases, occupies or controls , or at NTC sponsored functions held on public or private buildings off campus is strictly prohibited, except as expressly permitted hereafter. Examples of weapons include: all firearms, compressed gas operated weapons, and electric weapons as defined in Section 941.295(4) of the Wisconsin Statutes, bows of legal hunting strengths, knives, (other than small pocket knives), explosives, or any other device which in a manner it is used or intended to be used is calculated or likely to produce bodily harm. All entrance doors to NTC

Buildings or prominent places near those buildings will be signed prohibiting the carrying of concealed weapons within those buildings.

### **SEXUAL HARASSMENT IS PROHIBITED**

Sexual harassment is primarily an issue of power, not sex. It occurs when a person with power abuses that power. Sexual harassment may be described as unwelcome advances, requests for sexual favors, verbal abuse, and other physical conduct and expressive behaviors of a sexual nature, which interferes with your employment, academic education or work atmosphere. Any issues of sexual harassment will be investigated and may result in the immediate and permanent removal of all offending personnel.