

# Vendor Responsibility and Conduct Agreement

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

Subject: Vendor Responsibility and Conduct Agreement

Dear [Vendor's Name],

We value our partnership and are committed to maintaining the highest standards of integrity and responsibility. As a vendor for [Your Company's Name], you are expected to adhere to the following principles:

1. **Compliance with Laws:** All vendors must comply with applicable laws, regulations, and industry standards.
2. **Ethical Conduct:** Vendors must conduct their business ethically and responsibly.
3. **Quality Assurance:** Vendors must deliver products/services that meet the quality standards set by [Your Company's Name].
4. **Confidentiality:** Vendors must protect the confidentiality of any sensitive information.
5. **Non-Discrimination:** Vendors must promote a workplace free from discrimination.

By signing this agreement, you acknowledge your understanding and commitment to these responsibilities. Please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]

Agreed and Accepted:

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[Vendor's Name]

[Title]

[Date]