



Vendor Relationships

Background Federal and some state laws impose criminal and civil penalties for offering or receiving improper inducements to order, refer, or purchase a health care item or service.

Vendor Relationship Policy Statement In general, items, subsidies or other non-contractual benefits received from vendors by the Company itself or by individual FMCNA personnel should be modest in value and scope, directly tied to legitimate business purposes, and must not improperly influence the decision making of FMCNA personnel.

Definitions A vendor is an internal or external person or organization that furnishes, or that seeks to furnish, goods or services to FMCNA. Professional associations are not considered vendors.

Vendor Access to FMCNA Facilities Vendor representatives may not contact or visit FMCNA dialysis facilities without approval by the Area Manager.

Please refer to the **Principles Governing FMCNA Staff Interaction with Representatives of Pharmaceutical, Medical Products and Other Suppliers, FMS Policy Manual 138-020-126-B.**

Distribution of Vendor Materials FMCNA must approve all clinical and technical materials or manuals (e.g., recommended product or service protocols or procedures) furnished by vendors to FMCNA to ensure conformance to Company Policies. Each applicable division should develop specific procedures to comply with this policy.

Continued on next page

DOCUMENT NUMBER	DOCUMENT REVISION	ISSUE DATE	EFFECTIVE DATE
COR-COMP-000-005A	02	28-MAR-2007	05-OCT-2005
Vendor Relationships			Page 1 of 5



Vendor Relationships, Continued

Vendor-Supported Training

FMCNA personnel may not accept payment or reimbursement of registration fees, or related travel or lodging, for general trade or professional association conferences from current or prospective vendors. With regard to additional issues related to Vendor-Supported training, please follow the table below.

If ...	Then ...
The training is directly related to a product or service sold by the vendor	FMCNA personnel may participate in vendor-sponsored training, and a modest meal may be served as long as the meal is subordinate to the training or discussion.
The training qualifies for Continuing Education Units (CEUs) or similar professional education credits	Such CEUs may be received up to a fair market value of \$300 per person, per year from the vendor.
The value of the CEU is not known	The fair market value will be assumed to be \$20 per contact hour.
The training is specifically addressed in a written contract between FMCNA and the vendor	<ul style="list-style-type: none"> • Meals, lodging and travel may be provided by the vendor if it is not reasonable to conduct the training at a location near the recipient, and • CEUs received in connection with such training are not subject to the \$300 per person, per year limit.

User Meetings or Focus Groups

From time to time, vendors may organize meetings for their customers to become further acquainted with their products and services and to meet with other users of the vendor’s product or service to identify or compare best practices.

- FMCNA personnel may attend such users’ meetings or focus groups **upon approval** by the Business Unit President or similar senior executive;
- The vendor may pay for reasonable travel, meals, and lodging associated with such meetings.

Continued on next page

DOCUMENT NUMBER	DOCUMENT REVISION	ISSUE DATE	EFFECTIVE DATE
COR-COMP-000-005A	02	28-MAR-2007	05-OCT-2005
Vendor Relationships			Page 2 of 5



Vendor Relationships, Continued

User Meetings or Focus Groups (continued)

Please note: When such a meeting is held during the same timeframe and in the same location as a trade or professional conference, it would not be appropriate for FMCNA personnel to accept vendor support to also attend the trade or professional conference.

Vendor Promotions

Vendors may be offered the ...	In limited circumstances where ...
<ul style="list-style-type: none"> Use of tablespots, booths or other facilities at FMCNA meetings; Opportunity to “advertise” in FMCNA programs or newsletters. 	<ul style="list-style-type: none"> The activity will directly benefit FMCNA and/or its patients, and any charges must reflect fair market value for such space or advertisement.

Vendor Speakers at FMCNA Function

Vendors may furnish employees or regular consultants to serve as expert speakers at FMCNA conference/meetings. FMCNA approval is required from a Business Unit President or similar senior executive for vendor sponsorship of speakers who are not vendor employees or regular consultants.

Vendor Support of FMCNA Speakers

Vendors may request FMCNA personnel to speak at conferences or other business related events. Any such speaking engagements must be approved by a Business Unit President or similar senior executive. The vendor may reimburse FMCNA personnel for out-of-pocket travel expenses in connection with speaking engagements, with supervisor approval.

Honorarium Policy

FMCNA personnel may accept a modest honorarium that reasonably reflects the amount of personal time spent in preparing and delivering a specific talk, with the approval of the Business Unit President or similar senior executive.

Continued on next page

DOCUMENT NUMBER	DOCUMENT REVISION	ISSUE DATE	EFFECTIVE DATE
COR-COMP-000-005A	02	28-MAR-2007	05-OCT-2005
Vendor Relationships			Page 3 of 5



Vendor Relationships, Continued

Gifts, Meals and Entertainment

Vendors, and FMCNA personnel who interact with vendors must comply with the Gifts, Meals and Entertainment Policy, Compliance Policy C-004.

In addition, Vendors should not subsidize meals for large groups consisting predominantly of FMCNA personnel despite whether the value of an individual meal or other benefit may be within per person limit.

Employee/Facility Awards

FMCNA may authorize vendors to participate in FMCNA-sponsored programs designed to recognize excellence in clinical practice or patient outcomes. Such recognition may take the form of certificates or modest non-monetary awards.

Support of FMCNA Meetings

Vendor support of internal FMCNA meetings, functions, or conferences is generally discouraged. Contributions are subject to the limits applicable to the Company's policy on gifts.

Donations to FMCNA Facilities

All donations must comply with the Donations Policy, Compliance Policy C-002.

Vendor donations to FMCNA facilities are discouraged. Non-routine donations of limited amounts of free samples of a vendor's product for evaluation by patients or staff are permitted.

Use of Vendor Facilities

FMCNA facilities and personnel may not accept the use of vendor-owned or subsidized office space, meeting rooms, or other facilities **unless** FMCNA pays the vendor fair market value.

Continued on next page

DOCUMENT NUMBER	DOCUMENT REVISION	ISSUE DATE	EFFECTIVE DATE
COR-COMP-000-005A	02	28-MAR-2007	05-OCT-2005
Vendor Relationships			Page 4 of 5



Vendor Relationships, Continued

**Vendor
Advisory
Boards**

Based on their professional expertise, FMCNA personnel may be asked to serve on advisory boards of vendor organizations. FMCNA personnel who serve in this capacity must disclose their participation on a vendor advisory board to their supervisor and the Business Unit President or similar senior executive. FMCNA personnel who serve on vendor advisory boards may accept reimbursement for reasonable travel and lodging, and may receive honoraria commensurate with the hours spent related to their duties on the advisory board that are not compensated by FMCNA.

**Related
Documents**

- Donations Policy, Compliance Policy C-002;
- Gifts, Meals and Entertainment Policy, Compliance Policy C-004;
- Principles Governing FMCNA Staff Interaction with Representatives of Pharmaceutical, Medical Products and Other Suppliers, FMS Policy Manual 138-020-126-B;
- Conferences, Training, and Continuing Education, Compliance Policy C-006

DOCUMENT NUMBER	DOCUMENT REVISION	ISSUE DATE	EFFECTIVE DATE
COR-COMP-000-005A	02	28-MAR-2007	05-OCT-2005
Vendor Relationships			Page 5 of 5