

Black Gaming LLC Third Party Vendor Policy	Doc. Version:	2.0	Page 1 of 2
	Revised by:	BG LLC IT	Revision Date: New
	Effective Date:	8-1-07	
	Approval:	Director of IT Support	
	Filename:	Third Party Service Provider Policy v 2.0	

1.0 Responsibility

All who access **BLACK GAMING, LLC** data are responsible to abide by this policy.

2.0 Purpose

The need to assure services provided by third parties (suppliers, vendors and partners) meet **BLACK GAMING, LLC** business requirements requires an effective third-party management process. This process is accomplished by clearly defining the roles, responsibilities and expectations in third-party agreements as well as reviewing and monitoring such agreements for effectiveness and compliance. Effective management of third-party services minimizes the business risk associated with non-performing suppliers.

3.0 Scope

Identify and mitigate risks relating to suppliers' ability to continue effective service delivery in a secure and efficient manner on a continual basis. Ensure that contracts conform to **BLACK GAMING, LLC** business standards in accordance with legal and regulatory requirements. Risk management should further consider nondisclosure agreements (NDAs), escrow contracts, continued supplier viability, conformance with security requirements, alternative suppliers, penalties and rewards, etc. Formalize the supplier relationship management process for each supplier. The relationship owners should liaise on customer and supplier issues and ensure the quality of the relationship based on trust and transparency. Establish a process to monitor service delivery to ensure that the supplier is meeting current business requirements and continuing to adhere to the contract agreements and that performance is competitive with alternative suppliers and market conditions.

4.0 Policy

Third party Information Technology service provider relationships with **BLACK GAMING, LLC** are the responsibility of the Director of IT Support. This policy requires that due diligence procedures are performed prior to creation of a relationship with a third party service provider and the quality of the relationship does not degrade to the point that **BLACK GAMING, LLC** interests are not protected. Specifically, the following activities will occur:

- The Director of IT Support or designate conducts assessments of existing and potential vendors of high impact applications to determine their suitability to continue and/or contract with the **BLACK GAMING, LLC** Information Technology. Annually (or every two years for longer contracts), the Director of IT Support shall update the high impact vendor list and perform a vendor assessment.
- Relationships with vendors are supported by a contract which clearly defines the relationship including a specific statement of work to be performed, deliverables, and any obligations created.
- During the contract renewal process, the vendor assessment shall be made available to contract negotiators.

5.0 Enforcement

Management will determine appropriate use and enforce this policy. A violation of this policy will be acted upon immediately, and appropriate corrective action taken. Any violation of this Policy by the employee may result in disciplinary action, to and including, the following:

- Offenses will be reported to the employee's manager for review.

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- Probation
- Termination of employment
- Other disciplinary action
- Civil and/or criminal prosecution

6.0 Additional Information

Any inquiries relating to this Third Party Service Provider Policy should be directed to the Director of IT Support.