



## VENDOR CODE OF CONDUCT

### PURPOSE

The City of Palm Beach Gardens is committed to the highest standards of ethical and legal behavior and to the stewardship of taxpayer resources. We are governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit respect and inspire the confidence of the organization and public being served. We expect our contractors, consultants, and suppliers (collectively “vendors”) to share this commitment.

This Code of Conduct contains principles and conduct standards that vendors as well as their employees and subcontractors must adhere to as they provide goods and services to the City.

### VENDOR RESPONSIBILITY

Vendors are responsible for ensuring that:

- a. This Code is shared with all individuals assigned to perform work on behalf of the City.
- b. Any work performed for the City is done in full compliance with this Code, all applicable laws, regulations, and in accordance with the highest standards of ethical business conduct; and
- c. Any work performed for the City is done by trained individuals with the skills, expertise and certifications necessary to complete the job in a safe and proper manner.

### PRINCIPLES AND STANDARDS OF ETHICAL VENDOR CONDUCT

The City of Palm Beach Gardens expects its vendors to follow the Principles and Standards of Ethical Vendor Conduct based on the National Institute of Governmental Purchasing Code of Ethics.

### COMPLIANCE WITH LAWS AND REGULATIONS

Obeying the law, both in letter and in spirit, is the foundation on which the City’s ethical standards are built. Vendors must comply with applicable laws, rules, and regulations at all levels of government in the United States and in any other jurisdiction in which the vendor does business.

### CONFLICTS OF INTEREST

Ensure that any personal, business, or other activity does not conflict with the lawful interests of the City.

The City’s elected representatives and employees serve the public trust and are required to fulfill their responsibilities with care and loyalty and for the sole purpose of advancing the City’s best interests. The integrity of the City must be protected at all times, and the fiduciary relationships of the employees of the City must be honorable in both actuality and appearance.

A conflict of interest exists when a representative’s direct or indirect personal interests are inconsistent with or interfere with the best interests of the City. Any vendor of the City of Palm Beach Gardens must ensure there is no appearance or perception of unethical behavior by the vendor’s employees in its dealings with the City.

To avoid such conflicts, vendors must disclose to the City:

- a. Any direct or indirect personal interest in a vendor held by any employee or elected representative of the City.
- b. Any family relationship with any employee or elected representative of the City.

#### CONFIDENTIALITY

Vendors must maintain the confidentiality of proprietary information entrusted to them. Confidential information includes all non-public information that might be of use to competitors or other third parties harmful to the City's interests if disclosed. The obligation to preserve confidential information continues even after a vendor's business relationship with the City ends.

#### PROTECTION AND PROPER USE OF CITY ASSETS

Vendors must protect the City's assets and ensure their proper and efficient use. Theft, carelessness, and waste have a direct harmful impact on the City's operations. The obligation of vendors to protect the City's assets includes, but is not limited to; its proprietary information, including intellectual property and copyrights, as well as business plans, databases, records, employment information, and any unpublished financial data and reports. Unauthorized use or distribution of this information violates City policy and may also be illegal and result in criminal and/or civil liability.

The City retains the right to monitor its assets and work environments in compliance with applicable federal, state, and local laws. Vendors should have no expectation of privacy when using the City's workspace, computers, voicemail, or systems to create, access, transmit, or store information.

#### TIMELY AND TRUTHFUL REPORTING

Vendors who prepare and submit financial, sales, payment, performance metrics, and other documents to or filed with the City, federal, state or other local authorities are required to make disclosures that are full, fair, accurate, timely, and understandable. Vendors may not knowingly conceal or falsify information, misrepresent material facts, or omit important information to mislead the City.

#### SUSTAINABILITY AND SOCIAL RESPONSIBILITY

The City of Palm Beach Gardens recognizes that the products and services it purchases have inherent social, human health, environmental, and economic impacts. Our vendors are an integral part of the societies and communities in which they operate. Their influence extends to the employees they depend upon, the environment from which they draw their resources and the marketplace in which they participate. The City strongly encourages vendors to engage in responsible business practices through sustainability and social equity innovations. The City welcomes responses to advertised City solicitations from vendors who:

- a. Utilize sustainable business practices.
- b. Provide goods and services in a sustainable manner.
- c. Do business with sub-vendors, sub-contractors, and consultants that are committed to doing business in a sustainable manner.
- d. Do business with Minority-owned, Women-owned, and Emerging Small Businesses (MWESBs) sub-vendors, sub-contractors, and consultants; and
- e. Make efforts to employ a diverse workforce.

#### HARASSMENT AND DISCRIMINATION

The City of Palm Beach Gardens is committed to maintaining a work environment that respects individual differences. The City expects its vendors to conduct themselves in a professional manner and to treat others with respect, fairness, and dignity. The City does not tolerate harassment or discrimination, including behavior, comments, jokes, slurs, e-mail messages, pictures, photographs, or other conduct that contributes to an intimidating or offensive environment. This includes conduct in the form of bullying, workplace hazing, or other activities that can be humiliating, degrading, or hostile.

Vendors shall comply with applicable federal, state, and local statutes prohibiting discrimination, and any behavior that creates an intimidating, offensive, or hostile work environment based upon an individual's race, color, national origin, gender, religion, age, disability, marital status, familial status, sexual orientation or genetic information. It is the policy of the City that the following actions be strictly prohibited: harassment of, or discrimination against, any person on the basis of race, color, national origin, gender, religion, age, disability, marital status, familial status, sexual orientation or genetic information; sexual harassment; and retaliation against an employee for filing a complaint with a lawful authority based on any such alleged violation.

#### GIFTS, GRATUITIES, AND RECIPROCITY

The City has a strict No Gifts Policy. Accepting or giving a gift in a business setting can create a sense of obligation or the appearance of impropriety. The City of Palm Beach Gardens discourages and restricts its employees from accepting gifts. Gifts can be anything of value, including tickets to sporting or other events, meals, discounts, trips, goods, loans, or payments.

#### RAISING CONCERNS

These standards of conduct are critical to the ongoing success of the City of Palm Beach Gardens' relationship with its vendors. If you encounter questionable activities, we encourage you to send your feedback to the City's Chief Procurement Officer at [kmra@pbgfl.gov](mailto:kmra@pbgfl.gov) or report the matter directly to the Office of the City Manager.

*This Vendor Code of Conduct is not a contract. It does not confer rights on any vendor, nor does it impose obligations on the City of Palm Beach Gardens. In case of conflict between this Code of Conduct and your contract, the terms and conditions of your contract shall prevail.*