



City of Tarpon Springs Procurement Services

Vendor Ethics and Compliance

The purpose for this City of Tarpon Springs “CITY” Contractor ethics policy is to establish a culture of openness, trust and integrity in our business practices. Effective ethics is a team effort involving the participation and support of every contractor. All contractor employees should familiarize themselves with the ethics guidelines that follow this introduction.

Each CITY contractor shall be committed to protecting employees, partners, vendors and their company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Each CITY contractor shall not tolerate any wrongdoing or impropriety at anytime & shall take appropriate measures in correcting the issue if the ethical code is broken. Any infractions of this code of ethics shall not be tolerated.

One purpose for providing an ethics policy is to emphasize the employee’s and consumer’s expectation to be treated to fair business practices. This policy should serve to guide business behavior to ensure ethical conduct.

This policy applies to each CITY contractor employees, subcontractors, consultants, temporaries, and other workers including all personnel affiliated with third parties.

Top contractor management must set a prime example. In any business practice, honesty and integrity must be top priority for executives. Executives must disclose any conflict of interests regarding their position and the City of Tarpon Springs.

CITY contractor employees will treat everyone fairly, have mutual respect, promote a team environment, and avoid the intent and appearance of unethical or compromising practices.

- Every employee needs to apply effort and intelligence in maintaining ethics value.
- Employees must disclose any conflict of interests regard their position.

- Employees will increase customer and vendor satisfaction by providing quality products and timely responses to inquiries.

Promotion of ethical conduct within interpersonal communications of employees should be rewarded to promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

Each CITY contractor will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager and director need to consistently maintain an ethical stance and support ethical behavior. Managers should encourage open dialogue, receive honest feedback, and treat everyone fairly, with honesty and objectivity. Each firm should establish a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code are addressed.

Each CITY contractor will avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.

Each CITY contractor will not tolerate harassment or discrimination.

Each CITY contractor will not allow unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of their respective companies.

Each CITY contractor will not permit impropriety at any time, and we will act ethically and responsibly in accordance with applicable laws. Contractor employees will not use corporate assets or business relationships for personal use or gain.

Each CITY supplier and contractor will strive to fully inform the CITY customer of their product or service's sustainability attributes.

Any infractions of this code of ethics will not be tolerated and the CITY contractor will act quickly in correcting the issue if the ethical code is broken. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Prospective contractors must have a satisfactory record of integrity and business ethics including satisfactory compliance with the law including tax laws, labor & employment laws, environmental laws, antitrust laws and consumer protection in order to receive a CITY contract. This determination can be made by examining a prospective contractor's record of compliance with the law. A satisfactory record of compliance with the law indicates that the prospective contractor possesses basic honesty, integrity and trustworthiness, and that CITY can trust or rely on the contractor to perform the contract in a timely manner. In making a determination of responsibility based upon integrity and business ethics, procurement services personnel, and key CITY decision makers must consider all relevant credible information. The greatest weight will be given to violations

of laws that have been adjudicated within the last three years preceding the offer. Evidence of repeated, pervasive, or significant violations of the law may indicate an unsatisfactory record of integrity & business ethics.

Further information regarding acceptability of a prospective contractor may require a pre-award survey to be conducted by CITY. Such factors as the prospective contractors' financial competence and credit needs, financial resources and performance capability, past performance, exclusion from Federal Procurement programs if applicable, information on production equipment and personnel information, social responsibility efforts, other sources of information such as publications, key suppliers & subcontractors, customers of the prospective contractor, financial institutions and business and trade associations may all be consulted in making an overall determination of adequate responsibility.

If a vendor or potential vendor violates or facilitates a violation of this policy, it may not be considered a responsible source for the acquisition of the City of Tarpon Springs' goods and services, and may, therefore, be disqualified to do business with the CITY. Such a decision will rest within our sole discretion and may be made on any basis that the CITY deems appropriate under the circumstances.