



ORANGE COUNTY PROCUREMENT DIVISION VENDOR ETHICS POLICY

This Vendor Ethics Policy covers a wide range of business practices and procedures. It does not cover every issue that may arise, but provides a basic set of principles to guide all employees, officers, and directors of companies transacting business with the Orange County Board of County Commissioners.

Obeying the law, both in letter and spirit, is the foundation on which a vendor's ethical standards are built. All vendor employees, officers, and directors must respect and obey the laws and regulations of the agencies with which they operate.

Requirements for vendors doing business with the County:

- Shall promptly disclose any conflict of interests.
- Shall not profit from a conflict of interest on the part of a County employee.
- Shall not compensate County employees for the performance of any activity related to the performance of his or her official duties.
- Shall not make illegal political contributions.
- Shall not profit, directly or indirectly, from the use of any secret or confidential knowledge or data of the County that a County employee has illicitly disclosed.
- Shall not influence, or attempt to influence or cause to be influenced, any County employee in his or her official capacity in any manner which might tend to impair his or her objectivity or independence of judgment.
- Shall not cause or influence, or attempt to cause or influence, any County employee to use, or to attempt to use, his or her official position to secure unwarranted privileges or advantages for the vendor or any other person or entity.
- Shall not send holiday gifts, office-warming gifts, tokens of appreciation, or other items of any value to the Orange County Procurement Division or its staff. In addition, it is improper to invite Procurement Division Staff to meals, parties, sporting events, theatrical performances, and similar social functions.
- Shall promptly report any illegal or unethical behavior.