

CITY OF LAKEWOOD, OHIO

Code of Ethics for Vendors

The City of Lakewood, Ohio (City) considers the maintenance of public trust and confidence essential to its proper functioning, and accordingly has adopted this Vendor Code of Ethics. Vendors who do business with the City must avoid all situations where propriety or financial interests, or the opportunity for financial gain, could lead to favored treatment for any organization or individual. Vendors must also avoid circumstances and conduct which may not constitute actual wrongdoing, or a conflict of interest, but might nevertheless appear questionable to the general public, thus compromising the integrity of the City.

This code, adopted August 1, 2009, in compliance with Ohio Revised Code, Section § 3517.13 and laws governing The Ohio Ethics Commission.

This Code of Ethics shall be made part of each Request for Proposal (RFP), Request for Qualifications (RFQ), Bid, and Vendor Registration promulgated by the Division of Purchasing and be attached to every contract and agreement to which the City is a party. It shall be distributed to all current vendors and those who seek to do business with the City.

1. No vendor* shall employ a City official or employee in the business of the vendor or professional activity in which the vendor is involved with the City.
2. No vendor shall offer or provide any interest, financial or otherwise, direct or indirect, in the business of the vendor or professional activity in which the vendor is involved with a City official or employee.
3. No vendor shall cause or influence, or attempt to cause or influence any City employee in their official capacity in any manner, which might tend to impair the objectivity or independence of judgment of that City official or employee.
4. No vendor shall cause or influence, or attempt to cause or influence any City official or employee to use or attempt to use their official position to secure any unwarranted privileges or advantages for that vendor or for any other person.
5. No vendor shall offer any City official or employee any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the recipient in the discharge of their official duties. In addition, officials or employees of the City will not be permitted to accept breakfasts, lunches, dinners, alcoholic beverages, tickets to entertainment and/or sporting events or any other item, which could be construed as having more than nominal value.

Acceptance of unsolicited advertising or promotional material of nominal value (such as inexpensive pens, pencils, or calendars) would also be permitted.

Any questions as to what is or is not acceptable or what constitutes proper conduct for a City official or employee should be referred to the Law Director or his/her designee.

6. This code is intended to augment, not to replace, existing administrative orders and the current City's Code of Ethics.

**Vendor is defined as any general contractor, subcontractor, consultant, person, firm, corporation or organization engaging in or seeking to do business with the City of Lakewood.*

Company Name: _____

_____ Address _____ City _____ State _____ Zip Code _____

Name: _____ Signature: _____

Title: _____ Date: _____