# Conduct in Vendor Relations

This regulation provides guidance on how to implement and comply with District Policy No. 6222, Relations with Vendors. All business interactions with vendors must be conducted in an objective and ethical manner. Careful attention should be given to decisions and interactions that could lead to impropriety or a perception of impropriety. Policy 6222 states that “Board members, Superintendent, administrators or staff shall not accept a gift or favor from vendors, subcontractors, or prospective vendors of other firms or individuals who have had or hope to have transactions with the District.” To assist in recognizing and responding to situations and the appropriate course of action:

● Situation: When conducting a meeting and a vendor brings refreshments, as a thoughtful gesture, politely express appreciation for the gesture and inform the vendor that the refreshments cannot be accepted because of District policy. Note: This response is also applicable to office gifts such as flowers, food items, etc.

● Situation: When having lunch with a vendor (invited or otherwise), District employees will pay for their own lunch. If the vendor offers to pay, politely decline.

● Situation: If a vendor competing for a contract with the District is related to a District employee in the hierarchy of the decision-making process, the particular District employee will be removed from the contract award decision-making process and extra precautionary measures shall be taken to avoid any semblance of impropriety.

● Situation: Items provided for testing or evaluating a product (often referred to as promotional items) should be considered a “loaner” for an established period of time. Such items include office chairs, custodial floor maintenance equipment, ground maintenance equipment, etc. If not accepted, return to the vendor. If accepted, incorporate the “loaner” into the quantity being purchased. Note, Promotional items that are consumed during the trial period are excluded from this provision. The exclusion areas include test samples for food services, custodial supplies for facilities, office supplies, etc.

● Situation: Amenities such as event tickets (plays, symposiums, travel, etc.), complimentary athletic gifts (golf, game tickets), etc. offered by a vendor either to obtain the District’s business or as a gesture of thanks for the District’s past business should be declined. District employees participating in such activities must pay their own way.

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