

Doing Business with the City of Irvine

Ethics Codes / Conflicts of Interest / Reporting Suspected Impropriety Reporting Suspected Impropriety, Gross Waste, Fraud and Other Acts

Any City and/or Great Park official, employee, and/or vendor who suspects any type of impropriety relating to purchasing or contracting activities, or gross waste, fraud, or abuse of City and/or Great Park funds or resources, a gross abuse of authority, a specified and substantial danger to public health or safety due to any act or omission of any City and/or Great Park official, employee, or vendor, or the use of a City and/or Great Park office or position or of City and/or Great Park resources for personal gain, should report the act by calling the City's **Integrity Line at 866-428-1509**. All such reports shall remain anonymous if desired by the reporting party.

General Code of Ethics

- To regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
- To avoid unfair practices, giving all qualified suppliers/contractors equal opportunity.
- To honor our obligations and require that obligations to our public agency be honored.
- To refuse to accept any form of commercial bribery, and prevent any appearance of so doing.
- To conduct ourselves with fairness and dignity, and to demand honesty and truth in the purchasing process.
- To abide by all City of Irvine Financial Policies and Practices when conducting purchasing and contracting responsibilities.

Purchasing Staff Code of Ethics

In addition to the General Code of Ethics, the Purchasing Division will also abide by the following additional principles.

- To accord supplier representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs.
- To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity.
- To strive for greater knowledge of purchasing methods and of the materials we purchase.
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire purchasing profession.

Contractor Ethics

Contractors shall not provide or promise to provide any gift or other consideration, directly or indirectly, to any officer, employee, or agent of the City to obtain a City contract. Contractor shall not, at any time, have any financial interest in a City contract or the project that is the

subject of a contract, other than the compensation to be paid to Contractor as set forth in the contract.

Conflicts of Interest

1. No officer, official, employee, agent, representative or volunteer of City shall have any financial interest, direct or indirect, in the City contract, or participate in any decision relating to the City contract that affects his or her financial interest or the financial interest of any corporation, partnership, association or other entity in which he or she is interested, in violation of any Federal, State or City statute, ordinance or regulation. Contractor shall not employ any such person while the City contract is in effect.
2. Contractor represents, warrants and covenants that he, she or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under the City contract. Contractor further agrees that while the City contract is in effect, Contractor shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under the City contract.
3. Contractor represents and warrants that it has not provided or promised to provide any gift or other consideration, directly or indirectly, to any officer, employee, or agent of City to obtain City's approval of the City contract. Contractor shall not, at any time, have any financial interest in the City contract or the project that is the subject of the City contract other than the compensation to be paid to Contractor as set forth in the City contract. In the event the work and/or services to be performed hereunder relate to a project and/or application under consideration by or on file with the City, (i) Contractor shall not possess or maintain any business relationship with the applicant or any other person or entity which Contractor knows to have a personal stake in said project and/or application, (ii) other than performing its work and/or services to City in accordance with the City contract. Contractor shall not advocate either for or against said project and/or application, and (iii) Contractor shall immediately notify City in the event Contractor determines that Contractor has or acquires any such business relationship with the applicant or other person or entity which has a personal stake in said project and/or application. The provisions in this Section shall be applicable to all of Contractor's officers, directors, employees, and agents, and shall survive the termination of the City contract.
4. Contractor acknowledges that pursuant to the provisions of the Political Reform Act (Government Code section 87100 et seq.), City may determine Contractor to be a "Consultant" as that term is defined by the Act. In the event City makes such a determination, Contractor agrees to complete and file a "Statement of Economic Interest" with the City Clerk to disclose such financial interests as required by City. In such event, Contractor further agrees to require any other person doing work under the City contract to complete and file a "Statement of Economic Interest" to disclose such other person's financial interests as required by City.

http://www.cityofirvine.org/purchasing/doing-business-guide#ethics_codes