



# Vendor Code of Conduct

*The TOC is committed to the highest ethical standards and to the stewardship of resources and expects Vendors to share this commitment. This document contains principles and conduct standards for Vendors (hereafter defined to include owners, employees and subcontractors) providing goods and services to the Town of Ocean City (TOC).*

## **Employee Knowledge**

Vendors are responsible for making those performing work for the TOC aware of the TOC's Principles and Standards of Ethical Vendor Conduct, as well as all solicitation requirements applicable to TOC work.

## **Compliance with Laws and Regulations**

Vendors must comply, both in letter and in spirit, with applicable laws, rules, and regulations of all levels of government in the United States.

## **Competent Employees**

Only individuals that have the skills, expertise and certifications necessary to safely perform and complete the work are to perform work for the TOC.

## **Conflicts of Interest**

Vendors must ensure there is no actual, appearance or perception of unethical behavior by the Vendor in dealings with the TOC.

Vendors will not cause, influence or attempt to cause or influence, any TOC employee or TOC Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person. For example, employees and designated representatives of the TOC will not be permitted to accept breakfasts, lunches, dinners, alcoholic beverages, tickets to entertainment and/or sporting events.

To avoid potential conflicts, vendors will disclose to the TOC any known direct or indirect financial interests in a vendor held by any TOC employee or immediate family member(s) of TOC employees.

## **Confidentiality**

Vendors will maintain the confidentiality of information including all non-public information. The obligation to preserve confidential information continues even after a vendor's business relationship with the TOC ends.

Vendors will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. And Vendors will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.

Vendors will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor(s) prior to the bid or proposal closing date.

## **Contracts**

Vendors will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.

## **Protection and Proper Use of TOC Assets**

Vendors will protect the TOC's assets and ensure their proper and efficient usage.

## **Timely and Truthful Reporting**

Vendors will make disclosures that are full, fair, accurate, timely and understandable when preparing



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documents and reports submitted to or filed with TOC, federal, state and other local authorities.

Vendors will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.

## **Harassment and Discrimination**

Vendors will comply with applicable federal, state and local laws, rules, regulations and statutes prohibiting discrimination. Vendors will conduct themselves in a professional manner and treat others with respect, fairness and dignity.

## **Gifts and Gratuities**

Vendors are advised of and will conform to the TOC's policy that the TOC's council, officers and employees may not accept, directly or indirectly, any money, gift, gratuity or other consideration or favor of any kind from anyone other than the TOC.

## **Raising Concerns**

Vendors will report questionable activities to the TOC's Procurement Manager at [swagner@oceancitymd.gov](mailto:swagner@oceancitymd.gov)

These Principles and Standards of Ethical Vendor Conduct are not a contract and no rights or obligations are imposed on the TOC or the vendor by this document.