

City of Norfolk Vendor Code of Business Conduct

The City of Norfolk (the “City”) is committed to conducting business in a legal, ethical and responsible manner and acting as responsible stewards of taxpayer resources. We require that our partners, whether they be our contractors, consultants, and suppliers (collectively, “Vendors”) share this commitment and work at the same high level of standards.

This Code of Conduct contains principles and conduct standards that Vendors and their employees and subcontractors must adhere to as they provide goods and services to and on behalf of the City.

Compliance with Laws and Regulations

Vendors must comply, both in letter and in spirit, with all applicable laws, rules, and regulations of all levels of government in the United States. Vendors must comply with applicable privacy, data protection and data exportation/importation laws and regulations. Vendors must not engage in any activity that may adversely impact the City’s reputation or analytic impartiality.

Vendor’s Employees

Vendor’s employees shall meet and maintain acceptable standards of job performance, to include proper decorum, appropriate work attitude, acceptable dress code and honesty. Only individuals that have the appropriate skills, expertise and certifications necessary to safely perform and complete the work are to perform work for the City.

Conflicts of Interest

Vendors must ensure there is no actual, appearance or perception of unethical behavior by the Vendor in dealings with the City. To avoid potential conflicts, Vendors shall disclose to the City any known direct or indirect financial interests or employee and family relationship.

Confidentiality

Vendors will maintain the confidentiality of all information received from the City. The obligation to preserve confidential information continues even after Vendor’s business relationship with the City ends.

Protection and Proper Use of City’s Assets

Vendors will protect City’s assets and ensure their proper and efficient usage and return.

Sustainability and Social Responsibility

The City strongly encourages Vendors to engage in responsible business practices through sustainability and social equity innovations. The City seeks to do business with Vendors who demonstrate community and environmental stewardship.

Diversity, Equity and Inclusion

The City is committed to dealing with all Vendors with integrity and in an ethical manner and to supporting and encouraging the aspirations of diverse groups.

Harassment and Discrimination

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

Gifts and Gratuities

Offering gifts of any kind to employees is discouraged. Additionally, the City limits City employees from accepting gifts. Gifts can be anything of value, including tickets to sporting or other events, meals, discounts, trips, goods, loans or payments.

Employee Knowledge

The Vendor is responsible for making employees, subcontractors and any others performing work for the City aware of the City’s Vendor Code of Business Conduct, as well as all contractual requirements applicable to City work.

Raising Concerns

These standards of business conduct are critical to the ongoing success of the City’s relationship with its Vendors. If you encounter questionable activities, we encourage you to send your feedback to the City’s Chief Procurement Officer at michael.bevis@norfolk.gov, the City’s Purchasing Agent at krystyna.owen@norfolk.gov, or report the matter to the City of Norfolk Fraud Hotline at <https://www.norfolk.gov/549/Fraud-Hotline>.

This Code of Conduct is not a contract. It does not confer rights on any Vendor, nor does it impose obligations on the City. In case of conflict between this Code of Conduct and your Contract, the terms of your Contract shall prevail.