



City of Bristol, Virginia

300 Lee Street,
Bristol, VA 24201
www.bristolva.org

ETHICS AND CODE OF CONDUCT POLICY

Employees of the City of Bristol, Virginia who are engaged in the purchasing process at any level are required to follow this Code of Conduct, as required by [2 CFR Part 200.318](#), the Virginia Public Procurement Act ([Code § 2.2-4367 - § 2.2-4377](#)) and other provisions of law including, but not limited to, the [State and Local Government Conflict of Interests Act \(§ 2.2-3100 et seq.\)](#), the [Virginia Governmental Frauds Act \(§ 18.2-498.1 et seq.\)](#), and [Articles 2 \(§ 18.2-438 et seq.\)](#) and [3 \(§ 18.2-446 et seq.\)](#) of Chapter 10 of Title 18.2 regarding ethics laws and regulations.

The City of Bristol, Virginia seeks to conduct all procurement procedures in compliance with stated regulations and laws and to prohibit conflicts of interest which can affect the actions of employees engaged in the selection, award and administration of contracts.

Conflicts of interest may be associated with a potential financial benefit (e.g. financial investment) or may be based on previous or current interactions. They can be either against or in favor of a bidder/proposer, but can or appear to skew the employee's perspective on the bid/proposal submitted.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. In this context, "employee, officer or agent" includes any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein.

Neither common knowledge nor simple familiarity with the bidder/proposer will be defined as a conflict of interest.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gifts, travel packages, gratuities, favors, other incentives or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item. For the purposes of this Code of Conduct, an employee may accept unsolicited gifts having an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of individual gifts received from any one person does not exceed \$50 in a calendar year. This exception does not apply to gifts of cash or of investment interests such as stock, bonds, or certificates of deposit. Where the market value of a gift or the aggregate market value of gifts offered on any single occasion exceeds \$20, the employee may not pay the excess value over \$20 in order to accept that portion of the gift or those gifts worth \$20. Where the aggregate value of tangible items offered on a single occasion exceeds \$20, the employee may decline any distinct and separate item in order to accept those items aggregating \$20 or less. If the gifts are consumables, e.g. cookies, they will be made available for everyone to consume.

Suspected violations of this code of conduct are to be reported in writing using the **Conflict of Interest Disclosure Form** and signed by the individual making the report. Once submitted, the

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situation will be reviewed by the appropriate parties with a determination made as to the validity.

If a violation is deemed to have been committed by an officer, employee, or agent of the City, disciplinary action will result and be based on the severity of the violation. Disciplinary actions include, but are not limited to, education, written reprimands to be placed in the personnel file, paid or unpaid suspensions or termination.

Furthermore, the conduct of each employee of the City of Bristol Virginia who is engaged in the procurement process at any level is to be governed by the following ethical standards.

- Is individually guided by the highest ideals of honor and integrity to earn the respect and inspire the confidence of others within the procurement process;
- Identifies and reports participation of any individual in procurement situations where conflicts of interest may be involved.
- Informs the designated individuals, through appropriate channels, of problems and progress of applicable procurement operations by emphasizing the importance of the facts.
- Believes that members of the procurement process at any level should never accept for himself/herself or for family members, any gifts, favors or benefits under circumstances which might influence or appear to influence purchasing decisions.
- Gives earnest effort and service to the position;
- Determines and uses the most equitable, efficient, effective, and economical means for accomplishing procurement tasks.
- Supports the rights and is respectful of all fellow employees regardless of race, sex, age, religion, creed, country of origin or disability;
- Never uses any information gained confidentially in the performance of procurement duties as a means of making private profit, or acquire “standing” in the eyes of others.
- Exposes through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
- Maintains an attitude of courtesy and consideration toward all colleagues and staff.

Signature: _____ Job Title: _____

Printed Name: _____

Date: _____