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### **KCDC's Principles and Standards of Ethical Vendor Conduct**

KCDC 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 KCDC.

#### **Employee Knowledge**

The vendor is responsible for making those performing work for KCDC aware of KCDC's Principles and Standards of Ethical Vendor Conduct as well as all solicitation requirements applicable to KCDC 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 KCDC.

#### **Conflicts of Interest**

Vendors must ensure there is no actual, appearance or perception of unethical behavior by the vendor in dealings with KCDC. To avoid potential conflicts, vendors shall disclose to KCDC any known direct or indirect financial interests in a vendor held by any KCDC employee.

#### **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 KCDC ends.

#### **Protection and Proper Use of KCDC's Assets**

Vendors will protect KCDC'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 documents and reports submitted to or filed with KCDC, federal, state and other local authorities.



**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 KCDC's policy that "KCDC's commissioners, 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 KCDC.

However, a gift or gratuity that is not cash or a cash equivalent (such as a check or gift card), and which has a value of \$50.00 or less, shall not be interpreted as an attempt to influence the action of the KCDC Commissioner, officer or employee."

**Raising Concerns**

Vendor will report questionable activities to KCDC's Procurement Director at [purchasinginfo@kcdc.org](mailto:purchasinginfo@kcdc.org) or report the matter directly to KCDC's General Counsel.

These Principles and Standards of Ethical Vendor Conduct are not a contract and no rights or obligations are imposed on KCDC or the vendor by this document. In case of conflict between the Principles and Standards of Ethical Vendor Conduct and an award, the terms of the award prevail.