



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Business and Non-Instructional Operations

### Relations with Vendors

Agents of the Board shall maintain good working relations with vendors who supply materials, supplies and services to the school district and encourage vendor cooperation to improve service and aid in suggestion of new products.

Purchases shall be awarded without favor. When all other considerations of cost, quality, and service are equal, the Board prefers to purchase from suppliers located within the District.

The District shall abide by the following General Code of Ethics and Principles:

- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended
- To avoid unfair practices, giving all qualified suppliers/vendors 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 to prevent any appearance thereof
- To conduct business with fairness, and to require honesty in the purchasing process
- To provide courteous treatment to all business partners

### Vendor Ethics and Conflicts

Vendors shall not provide or promise to provide any gift or other consideration, directly or indirectly, to any officer, employee, or agent of the District to obtain a District contract. Vendor shall not, at any time, have any financial interest in a District contract or the project that is the subject of a contract, other than the compensation to be paid to Vendor as set forth in the contract.

The following requirements are inherently included in District contracts:

- No officer, official, employee, agent, representative or volunteer of the District shall have any financial interest, direct or indirect, in the District contract, or participate in any decision relating to the District contract that affects his or her financial interest, nor shall a vendor employ any such person while the District contract is in effect.

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- The vendor 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 vendor's obligations and responsibilities under the District contract.
- Vendor represents and warrants that it has not provided nor promised any gift or other consideration, directly or indirectly, to any officer, employee, or agent of District to obtain District's approval of the District contract.
- Vendor shall not, at any time, have any financial interest in the District contract or the project that is the subject of the District contract other than the compensation to be paid to Vendor as set forth in the contract.

The provisions in this Policy shall be applicable to all of Vendor's officers, directors, employees, and agents, and shall survive the termination or completion of the District contract.

Policy Adopted: 1-13-87

Policy Revised: 4-27-93

Policy Revised: 5-11-21