Vendor Code of Conduct

December 14, 2022

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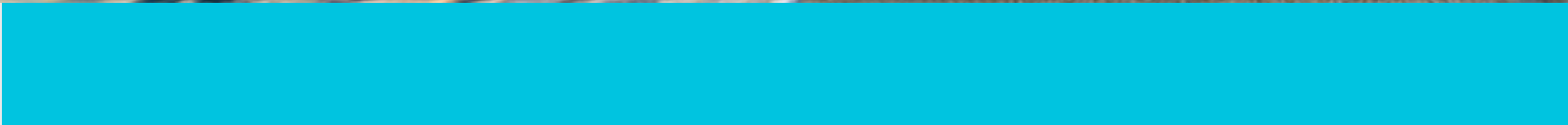
Vendor Code of Conduct

Agenda

- Purpose
- Methodology
- Content
- Implementation
- Recommended Next Steps

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Purpose

- Ensure vendors align with City Code of Conduct and Ethics
- Provide vendors guidance for operational requirements and practices in alignment with City priorities

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Process

Timeline

July 2022
- Preliminary Research
- Best Practices Review

August 2022
- Outline Vendor Code
- Obtain Initial Feedback

September - November 2022
- Draft Full Code
- Feedback and Revision Iterations
- Department Code Approval

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Research Best Practices

- Research vendor conduct standards and implementation
  - Codes of Conduct
  - Contract Language
  - Vendor Guides
- Review relevant policies and regulations
  - City Code of Conduct and Ethics
  - City policies and frameworks
  - Local, state, federal regulations

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Build Consensus

- Coordinate with stakeholders to ensure content meets needs
- Build consensus on operationalization and enforceability

City Attorney

City Manager

Financial Management

Vendor Code of Conduct

Development Services

Equity Office

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Content

Purpose

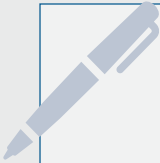Vendor Responsibility

Ethics

Business Practices

Social Responsibility

Environmental Standards

Management Standards

Compliance

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Best Practices and Requirements Guidance

- Pre-existing legal requirements that align with City of Code of Conduct and Ethics

- Long Beach policies and standards consolidated to improve vendor resource accessibility

- Resources
  - LB CAP
  - Framework for Reconciliation
  - Administrative Regulations

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Implementation

Enforcement

- Regulation investigation and enforcement depends on implementing body
  - County, state, and federal requirements in Vendor Code
- City-implemented policies will be investigated by the City
- Next steps for contract management will be determined on a case-by-case basis

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Implementation

Accessibility

- Incorporate into procurement website, Long Beach Buys
- Update standard contract templates to include expectations for vendors in reference to and link full Vendor Code

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Recommended Next Steps

Accessibility

- Ethics Commission feedback

- Obtain feedback from former, current, and previously rejected vendors to ensure accessibility and relevance

- Develop educational and promotional tools
  - Training Videos
  - Fact Sheets
  - Communication Materials

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Thank you

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