

**PPM #41**

**Policy Name:** *Employee Transactions with Vendors and Contractors*

**Effective Date:** *December 29, 2011; August 9, 2018*

**Revision Date:**

**Authorization:**

  
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*Nancy Watkins, Undersecretary*

**I. PURPOSE**

Vendors and contractors regularly provide a variety of services to the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT). Our employees are responsible for procuring such services in accordance with well-defined policies and procedures, and also must evaluate the services provided for quality and acceptability. Satisfying these requirements can become problematic if a conflict of interest develops which impairs our employees' ability to objectively perform their job responsibilities. To protect against such an occurrence, this policy prohibits employees from personally engaging the services of vendors and contractors who provide contractual services to OLG/DCRT.

**II. APPLICABILITY**

The prohibitions of this policy apply to all OLG/DCRT employees, regardless of status.

**III. PROHIBITIONS**

- a) All employees are prohibited from receiving any thing of value from a vendor or contractor except as authorized by the Code of Governmental Ethics.
- b) All employees are prohibited from knowingly entering into a contractual relationship or agreement for the performance of personal services with any vendor or contractor currently providing services via contract to this department.
- c) All employees are prohibited from knowingly entering into a contractual relationship or agreement for the performance of personal services with any vendor or contractor who has, within the past 365 days, provided services via contract to this department.
- d) All employees are prohibited from knowingly entering into a contractual relationship or agreement for the performance of personal services with any vendor or contractor who is competing for or seeking to provide services via contract to this department.

**IV. EXCEPTIONS**

The Deputy Secretary may approve an exception to this policy upon determining that an employee's personal contractual relationship with a vendor or contractor will not create a conflict of interest, the appearance of impropriety or otherwise negatively impact the integrity of the department's operations.

**V. ENFORCEMENT**

Violations of this policy will be addressed through the imposition of disciplinary action, up to and including termination.

**VI. QUESTIONS**

Questions regarding this policy should be addressed to the Human Resources Director.

*Summary of Changes: Updated signature.*