

VALDEZ NATIVE TRIBE CODE OF CONDUCT

This document shall constitute Valdez Native Tribe's written Code of Conduct under 24 CFR 84.42 and 2 CFR Part 200 governing the performance of its employees, officers and agents engaged in the award and administration of contracts.

General

- A.** Valdez Native Tribe shall be conducted:
 - 1. With professional standards of conduct, ethics, and values;
 - 2. In a manner which fosters public trust;
 - 3. With business practices that are intended to avoid a real or apparent conflict of interest or the appearance of a conflict of interest; and
 - 4. In compliance with Federal, State, Local and Tribal laws, statutes rules, regulations and codes.

Conflict of Interest

- A.** A conflict of interest occurs when a Valdez Native Tribe employee, officer or agent, 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 has a financial or other interest in the business entity selected for an award.
- B.** The Valdez Native Tribe may authorize an exception to the conflict of interest clause above if there is a compelling reason to do so, such as when the Valdez Native Tribe needs:
 - 1. Cannot be reasonably met otherwise; or
 - 2. Cannot be reasonably met through another source.
- C.** The Valdez Native Tribe or designee shall require each contractor, its employees, agents, subcontractors or other representatives to disclose all activities, interests, ownership(s) or participation in any business (es) or business-related activities that:
 - 1. Could potentially cause a conflict of interest for the contractor or Valdez Native Tribe; or

2. Could potentially be construed as not in the best interest of the Valdez Native Tribe.
- D.** To avoid real or apparent conflicts of interest and to promote “Open and Free Competition” as well as fair business practices, contractors, subcontractors, bidders, offerors, vendor and /or their representatives shall not, either directly or indirectly:
1. Make an offer or promise of future employment or business opportunity to an official or representative of the Valdez Native Tribe.
 2. Offer, accept, give or promise to give money, gratuities or any other thing of value to an official or representative of the Valdez Native Tribe, or
 3. Obtain or attempt to obtain confidential or proprietary information from an official or representative of the Valdez Native Tribe.
- E.** To avoid real or apparent conflicts of interest and to promote “Open and Free Competition” as well as fair business practices, an official or representative of the Valdez Native Tribe shall not, either directly or indirectly:
1. Make an offer or promise of future employment or business opportunity to a current or potential contractor, subcontractor, bidder, offeror, vendor or any of their representatives or parties to sub agreements without following, or in a manner that conflicts with, the guidelines outlined in the Valdez Native Tribe approved policies and procedures;
 2. Solicit, offer, accept, give or promise to give money, gratuities, favors, or any other thing of monetary value to a current or potential contractor, subcontractor, bidder, offeror, vendor or any of their representatives or parties to sub agreements without following, or in a manner that conflicts with, the guidelines outlined in the Valdez Native Tribe approved policies and procedures; or
 3. Discuss or otherwise provide confidential or proprietary information or information that the Valdez Native Tribe or its representatives consider to be confidential or proprietary information to a current or potential contractor, subcontractor, bidder, offeror, vendor or any of their representatives or parties to sub agreements without following, or in a manner that conflicts with, the guidelines outlined in the Valdez Native Tribe approved policies and procedures.

Influencing Government Officials

- A.** The Valdez Native Tribe or its representatives shall not use Federally appropriated funds, including grant or contract funds, whether received directly or indirectly, to pay any person or organization to influence or attempt to influence:
1. An officer or employee of any agency;
 2. A member of Congress;
 3. An officer or employee of Congress; or

4. An employee of a member of Congress.
- B.** The Valdez Native Tribe or its representatives shall not, for the purpose of obtaining or attempting to obtain direct or indirect Federally appropriated funds, solicit, offer, accept, give or promise to give money, gratuities, favors, or any other thing of monetary value to:
1. An officer or employee of any Federal or awarding agency;
 2. A member of Congress;
 3. An officer or employee of Congress; or
 4. An employee of a member of Congress.

Unauthorized Commitments

- A.** The Valdez Native Tribe or its representatives shall not make unauthorized commitments to any person, organization, agency, offeror, vendor, bidder or business entity.
- B.** In the event that a real or apparent unauthorized commitment occurs or appears to have occurred, the following procedures shall be followed:
1. The Valdez Native Tribe Executive Director or designee shall be notified.
 2. The individual who made the real or apparent unauthorized commitment may be notified.
 3. The individual who made the real or apparent unauthorized commitment may be asked to provide a written statement that explains the type of commitment made and the reasons for the commitment.
 4. The Valdez Native Tribe Executive Director or designee may bring the matter before the Valdez Native Tribe Board of Commissioners.
 5. An investigation may occur
 6. A written recommendation to approve or disapprove the unauthorized commitment may be requested.
 7. Additional actions by the Valdez Native Tribe may be taken in order to remedy the situation and protect the best interest of the Valdez Native Tribe.

Administrative and Disciplinary Actions for a Violation of the Code of Conduct

- A.** Disputes or alleged violations of the Valdez Native Tribe approved policies and procedures by officers, employees, agents or representatives of the Valdez Native Tribe shall be given to the Valdez Native Tribe Executive Director or designee in writing with appropriate documentation attached.
- B.** Documentation of the dispute or alleged violation may be presented to the Valdez Native Tribe's Executive Director or designee for investigation, remediation, resolution, dismissal or appropriate disciplinary action, as determined necessary by the Valdez Native Tribe.

- C. When the Valdez Native Tribe is unable to resolve the dispute or alleged violation in a satisfactory manner, the awarding agency may be notified, if appropriate.

A handwritten signature in cursive script, reading "Anna L. Bateman", is positioned above a horizontal line.

Anna L. Bateman
Valdez Native Tribe
Tribal Administrator