

Caltrans Statewide Small Business Council

Code of Conduct

The purpose of the Caltrans Statewide Small Business Council (SBC) is to encourage the participation of Small Businesses (SBE), including Disadvantaged Business Enterprises (DBE) and Disabled Veteran Business Enterprises (DVBE), with Caltrans and to provide a forum for small business trade associations to comment and provide feedback on Caltrans policies and practices that affect or impact small business utilization and participation in Caltrans contracts and projects.

Conduct and personal behavior - It is expected Council Members will:

Adhere to the Operating Guidelines for the Caltrans Statewide Small Business Council (SBC) and District Small Business Councils;

Act ethically, with honesty and integrity, in the best interests of the SBC at all times;

Take individual responsibility to contribute actively to all aspects of the Council's role according to its Operating Guidelines;

Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;

Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;

Not harass, bully or intimidate colleagues, members of the Council, public and/or Caltrans or other Agency Staff; ***No Personal Attacks***¹;

Contribute to a harmonious, safe and productive Council environment/culture through professional relationships; and

Not make improper use of their position as Council Members to gain advantage for themselves or for any other person.²

Communication and official information - It is expected Council Members will:

Channel all communication between Council and staff on council matters through the appropriate or assigned individuals; and

Not represent themselves as speaking for, or acting on behalf of, the SBC or Caltrans regarding the business of the SBC.

¹ Director's Policy DP-18, Workplace Violence

² Deputy Directive DD-09-R3, Incompatible Activities and Conflict of Interest

Conflict of interest – It is expected Council Members will:

Disclose any personal or business interests which may give rise to actual or perceived conflict of interest;

Ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;

Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the SBC; and

Manage and declare any conflict between their personal and public duty; and where a conflict of interest does arise, the member will recuse him/her self from all discussions and decisions on that matter.³

In addition, Council Members commit to:

Take responsibility for reporting improper conduct or misconduct, including discrimination, which has been, or may be occurring in the meetings, committee or full council, reporting the details to the relevant people or agency⁴; and

Take responsibility for contributing in a constructive, courteous and positive manner to enhance good governance and the reputation of the SBC⁵.

³ Deputy Directive DD-09-R3, Incompatible Activities and Conflict of Interest

⁴ Director's Policy DP-01-R8, Equal Employment Opportunity

⁵ Director's Policy DP-01-R8, Equal Employment Opportunity