



## City of Hillsboro Policy

- Title:** Standards of Conduct for Independent Contractors
- Effective Date:** November 22, 2023 (per Council Resolution No. 2824)
- Policy Statement:** In accordance with the City’s core value of advancing Equity, the City is committed to fostering and maintaining a work environment in which all individuals are treated with respect, courtesy, and dignity.
- Definitions:**
- “City Contract”:** Any form of written agreement between the City of Hillsboro and a Contractor that is subject to the City’s *Public Contracting Rules*. These include, but are not limited to, contracts for public improvements, trade services, professional services, software systems, and assorted good and services.
- “Contractor”:** All independent contractors, subcontractors, consultants, suppliers and their officers, agents, and employees that are working under a City Contract.
- “Discrimination”:** The prejudicial treatment of individuals or groups based on their race, religion, color, sex, sexual orientation, gender identity, gender expression, pregnancy, national origin, age, mental or physical disability, uniformed/military service or veteran’s status, use of the worker’s compensation system, expunged juvenile records, or any other protected status or activity in accordance with applicable law.
- “Equity”:** The act of removing barriers and eliminating social and economic disparities by centering those who have been historically excluded from the decision-making process.
- “Harassment”:** Any unwanted or unwelcome behavior or conduct that is offensive or hostile towards a person or a group and that creates an intimidating, humiliating, or threatening environment.
- “Sexual Harassment”:** Any harassment of a sexual nature. This can take many forms, including physical touching, sexual advances, inappropriate comments or jokes, requests for sexual favors, and other forms of verbal or physical conduct that is of a sexual nature and unwelcome.
- Applicability:** This policy applies to all Contractors working under a City Contract.

**Policy:**

When performing work under a City Contract:

1. Contractor agrees to conduct themselves in a professional manner and treat others – including members of the public and City staff – with respect, courtesy, and dignity.
2. Contractor agrees to not engage in any Discrimination or Harassment toward any person or group in any form which includes, but is not limited to, behavior, comments, jokes, slurs, electronic communications, pictures, and other conduct or materials that a reasonable person would consider offensive, hostile, threatening, or otherwise contributing to an intimidating or offensive environment.
3. Contractor agrees to not engage in any Sexual Harassment which may take the form of unwelcome physical contact, questions, jokes, or comments about another person’s dating, relationships, appearance, or sexual activities. This also includes, but is not limited to, any unwelcome whistling, staring, leering or unwelcome gifts, comments, notes, electronic communications, sexual advances or flirtatious behavior.

**Remedies:**

Contractors’ adherence to this policy is a material term of all City Contracts. The City reserves the right to terminate any contractual relationship for cause if Contractor violates this policy. Repeated or severe violations of this policy may result in debarment from City contracting for a certain number of years and/or other legal remedies available to the City.

**Contractor Responsibilities**

Contractors are responsible for ensuring:

1. All individuals, subcontractors, and assignees tasked to perform work under a City Contract are made aware of this policy and adhere to its requirements.
2. All work performed under a City Contract is in full compliance with this policy and all applicable laws and regulations.

**Raising Concerns**

If Contractor or City staff observe any conduct that is in violation of this policy, they are encouraged to send their concerns to the City’s Procurement Services Manager or file a report to the City’s [EthicsPoint](#) portal or by calling (866) 593-5986.