

# **BERNARDS TOWNSHIP**



**CHARTERED 1760**

**HANDBOOK FOR  
VENDORS & OUTSIDE CONTRACTORS  
WORKING WITH  
BERNARDS TOWNSHIP**

**ADMINISTRATION OFFICE  
ONE COLLYER LANE • BASKING RIDGE • NEW JERSEY • 07920**

**AMENDED & ADOPTED: JANUARY 4, 2022**

### **IMPORTANT DISCLAIMER**

**Bernards Township has prepared this information to summarize many of the Township's procedures and programs. The Township reserves the right to revise, add to, or delete any portion of this document at any time as it deems appropriate, in its sole and absolute discretion with or without prior notice.**

**No representative of the Township may enter into any agreement or make any representations to create a contractual obligation. Only the Township Committee may enter into binding commitments, and only when such commitments are in writing and are adopted by the Township Committee pursuant to state law.**

**All individuals conducting business with Bernards Township are expected to conduct their business in a professional and ethical manner.**

# INDEX

<b>NON-DISCRIMINATION AND ANTI-HARASSMENT .....</b>	<b>1</b>
<b>VIOLENCE, ALCOHOL AND DRUGS.....</b>	<b>1</b>
<b>ETHICS AND CONFLICT OF INTEREST.....</b>	<b>3</b>
<b>SAFETY .....</b>	<b>3</b>
<b>POLITICAL ACTIVITY .....</b>	<b>4</b>
<b>ELECTRONIC RECORDING POLICY .....</b>	<b>4</b>
<b>SMOKING POLICY .....</b>	<b>4</b>



# Township of Bernards

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## Vendors & Contractors working with Bernards Township

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### INTRODUCTION

The Township plays an important part of the lives of the citizens it serves. The public expects that its business will be conducted to the highest professional and ethical standards.

As a Township contractor or vendor, you have certain obligations while conducting business with Bernards Township. Federal and State law as well as Township policies cover such important areas as discrimination, safety, violence, harassment and conflicts of interest.

All individuals have a right to a safe workplace free of discrimination, violence, illegal harassment and conflict of interests, and have an obligation to conduct themselves consistent with these practices. The Township has a “no tolerance” policy towards workplace wrongdoing. If you have questions regarding this policy, contact the Human Resources Manager.

All individuals working with Bernards Township are required to review this document.



## **GENERAL POLICY**

It is the policy of the Township to treat vendors and contractors in a manner consistent with all applicable laws and regulations. The policies and procedures set forth herein shall apply to all vendors and contractors.

The Township Administrator and all managerial/supervisory personnel are responsible for administration of these policies and procedures. The Township Committee has appointed the Human Resources Manager to assist the Township Administrator in implementing these practices.

The Township has a “no tolerance” policy towards workplace wrongdoing. Township employees, volunteers, contractors, vendors and elected and appointed officials are to report anything perceived to be improper to the Human Resources office or the Township Administrator. The Township believes strongly in an Open Door Policy and encourages individuals to talk with the Human Resources office or the Township Administrator concerning any problem.

This Handbook is intended to provide guidelines covering public service and is not a contract. This Handbook contains many, but not necessarily all of the rules, regulations, and conditions of Township service. The provisions of this Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Township.



## **NON-DISCRIMINATION AND ANTI-HARASSMENT**

The Township maintains a policy of non-discrimination and a commitment to maintain a workplace free from illegal harassment (sexual or otherwise) or intimidation of any individual on the basis of race, creed, color, religion, sex, sexual orientation, civil union status, gender identity or expression, age, national origin, marital status, veteran status, disability or handicap which can be reasonably accommodated without undue hardship, genetic information or any other classification protected by federal, state or local law or regulation.

It is expected that all Township representatives, including contractors and vendors report any instance of alleged discrimination or illegal harassment. All inquiries and reports of discrimination should be directed to the Human Resources Manager.



## **VIOLENCE, ALCOHOL AND DRUGS**

Bernards Township maintains the policy that any violent acts or threats of the same, made by any contractor or vendor against another person’s life, health, well-being, and family or property or for the purpose of intimidation, are entirely unacceptable and cause for immediate action, including, where appropriate, termination of the relationship with the Township. This policy applies to any threats made on Township property, at Township

events or under other circumstances that may negatively affect the Township's ability to conduct business. Such acts or threats of violence whether made directly or indirectly, by words, gestures or symbols, infringe upon the Township's right or obligation to provide a safe workplace.

Any individual who believes that he or she has been the target of violence or threats of violence or intimidation, or has witnessed or otherwise learned of violent conduct by another in the capacity described above, should contact the Police and/or the Human Resources Manager, as appropriate to the issue, immediately.

### **Prohibited Conduct**

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- a) Causing physical injury to another person;
- b) Making threatening remarks;
- c) Aggressive, hostile or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress;
- d) Intentionally damaging employer property or property of another;
- e) Possession of a weapon while on Township property or while on Township business;
- f) Committing acts motivated by, or related to, harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to the Police and/or the Township's Human Resources Manager. Threats, threatening or intimidating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any individual determined to have committed such acts will be subject to immediate discipline or other action, including, where appropriate, termination of the relationship with the Township. Individuals engaged in violent acts on Township premises will also be reported to the proper authorities.

The Township has a vital interest in maintaining a safe, healthy and efficient environment. Being under the influence of drugs or alcohol on Township premises or while on Township business poses serious safety and health risks to the user and to those who work or come in contact with the user. Accordingly, the use, sale, purchase, transfer, possession or being under the influence of illegal drugs or alcohol on Township premises poses unacceptable risks for safe, healthy and efficient operations.

The Township further expresses its intent, to comply with federal, state and local rules, regulations and/or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

All individuals are required to abide by the terms of this policy and to notify the Township of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to report may result in discipline or other action, including where appropriate, termination of the relationship with the Township.



## **ETHICS AND CONFLICT OF INTEREST**

Bernards Township conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

Bernards Township is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers and communities. The highest standards of ethical business conduct are required of contractors and vendors in performance of their responsibilities. Contractors and vendors who engage in conduct or activity that may raise questions as to the Township's honesty, impartiality or reputation or otherwise cause embarrassment to the Township will not be eligible to conduct business with the Township.

Every vendor and outside contractor has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding unethical business conduct.

Concerns should be directed to the Purchasing Agent, who may consult with the Human Resources Manager as appropriate to address the situation. Retaliation against vendors and outside contractors who use this reporting mechanism to raise genuine concerns will not be tolerated.

All individuals must conduct business according to the highest ethical standards of public service.

The Township recognizes the right of individuals associated with the Township to engage in outside activities that are private in nature and unrelated to municipal business. However, business dealings that create or appear to create a conflict between the individual and the municipality's interests may be unlawful under the New Jersey Local Government Ethics Act. All vendors and contractors are required to disclose possible conflicts so that the municipality may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Municipal Clerk or Township Administrator to obtain clarification.



## **SAFETY**

The Township will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Township is equally concerned about the safety of the public. Contractors and vendors are responsible for observing safety rules. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the Human Resources Manager. Any on-the-job accident or accident involving Township facilities, equipment or motor vehicles must also be immediately reported.



## **POLITICAL ACTIVITY**

The Township hires contractors and vendors without regard to political considerations.

No Township contractor or vendor should directly or indirectly use or seek to use his/her authority for contributions for political campaign purposes.



## **ELECTRONIC RECORDING POLICY**

An incidental, but necessary portion of vendor or contractor job duties with the Township may require that they attend Departmental meetings or inter-Departmental meetings. During those meetings, whether they are group meetings, one-on-one meetings, or meetings between Supervisors and/or employees, vendors or contractors, information is discussed regarding internal operations of the Township. The meetings may contain information regarding Township strategies, tactics and other internal operations or personnel matters of the Township.

In light of the above, the Township does not allow electronic recording, whether audio or video recording, of Township Departmental meetings without the permission of the Township Administrator and the Department Head or Supervisor conducting the meeting.

Any vendor or contractor who violates this policy will be subject to discipline, up to an including dismissal from employment with the Township.



## **SMOKING POLICY**

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Township has a smoke-free policy for all buildings. Township facilities are smoke-free and no one is permitted to smoke anywhere in Township buildings.

Township parks and schools shall be smoke-free. No employee or visitor will be permitted to use electronic cigarettes, smoke or chew any tobacco products at Township parks or on the grounds of any Township school.

“Public park or beach” is defined as a State park or forest, a county or municipal park, or a State, county or municipal beach, but does not include any parking lot that is adjacent to, but outside of, the public park or beach.

Smoking is permitted outside Township buildings at locations as not to allow the re-entry of smoke into building entrances. This policy is strictly enforced.



# SIGNATURE PAGE

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## RECEIPT FOR HANDBOOK

I acknowledge that the Bernards Township Handbook for Vendors and outside Contractors is posted on [www.bernards.org](http://www.bernards.org) on the Human Resources Department tab or that I may request a copy of it. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department.

I understand that the purpose of this Handbook is to inform me about the Township's current policies and procedures, and that nothing in this Handbook constitutes a contract. I further understand that this Handbook is meant as a guideline only and does not create a binding contract with Bernards Township for any purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time with or without prior notice to me.

I understand that I am bound by the policies and practices herein established. My failure to follow these policies and procedures may be grounds for termination of my service with the Township.

Please sign and date this receipt and return it to the Township Purchasing Agent.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_