



## VILLAGE OF LAKE GEORGE, NEW YORK

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**RESOLUTION NO. 55, 2023 ADOPTED May 15, 2023**

### **VENDOR CODE OF CONDUCT POLICY FOR THE VILLAGE OF LAKE GEORGE**

The Village of Lake George requires each Vendor to comply with the following Vendor Code of Conduct. The Vendor Code of Conduct defines our minimum expectations. No code of conduct can be all-inclusive, but we expect those with whom we do business to act reasonably in all respects and to ensure that no abusive, exploitative, or illegal conditions exist at their workplace. We may end our business relationship with any Vendor who fails to comply with this Vendor Code of Conduct.

#### **Compliance with Applicable Laws, Regulations and Company Policies:**

- Vendors are expected to comply with all laws and regulatory requirements applicable to their business, including but not limited to those related to wages, hours, labor, health, safety, the environment, immigration, import/export, and business conduct and ethics.
- Vendors must comply with all current applicable Federal, State, and Local regulations.
- Vendors selling taxable items must display a valid NYS Certificate of Authority.

#### **Compensation and Working Hours:**

- Vendors are expected to comply with all applicable wage and hour labor laws and regulations governing employee compensation and working hours.

#### **Discrimination:**

- Vendors shall not subject any person to discrimination in employment (including hiring, salary, benefits, advancement, discipline, termination, or retirement) on the basis of age, sex, race, color, ancestry, religion, creed, citizenship status, disability, national origin, marital status, military status, sexual orientation, gender identity and expression, or any factors not related to the job. Vendors are expected to comply with all applicable local laws concerning discrimination in hiring and employment practices.

#### **No Harassment or Abuse:**

- Vendors will treat each employee with respect and dignity and will not subject any employee to any physical, sexual, psychological, verbal, or any other form of harassment or abuse.

#### **Environment:**

- Vendors are expected to conduct their operations in a way that protects the environment. Vendors shall comply with all applicable environmental laws and regulations.

- At the end of the sale day, the vendor's area must be clean and free of debris.
- Each vendor must identify themselves or their business by use of an attractively lettered sign stating their name and location.

#### **Health and Safety:**

- Vendors shall comply with all applicable safety and health laws and regulations. Vendors are expected to provide a safe working environment that supports accident prevention and minimizes exposure to health risks occurring within or arising out of the course of work. Vendors are also expected to provide products and services that meet all applicable health and safety requirements.
- Vendors who provide free samples to customers must do so in compliance with Department of Health requirements.
- All vendors using tents must anchor their tents with weights.
- Vendors selling meats, processed foods, prepared foods, baked goods, and other perishable items must do so in compliance with the requirements of the NYS Department of Health and NYS Department of Agriculture

#### **Gifts and Gratuities:**

- Vendors shall conduct business in an ethical and legal manner, free from potential personal or private interests that may affect professional judgment or adversely impact the Village of Lake George.

#### **Vendor Conduct:**

- Each vendor shall remain in his/her own allotted space when selling and sampling products. Sales should be conducted in an orderly business manner. No shouting, hawking, or other objectionable means of soliciting shall be tolerated. Vendors shall exhibit courtesy and cooperation to customers and to other vendors selling at the event.
- Discrimination is not permitted. Vendors are expected to be courteous and honest. Disagreements with customers, fellow vendors, or the Event Manager must be handled in a respectful manner to not disrupt the event.
- Consumption of alcoholic beverages by Vendors is prohibited. Smoking is prohibited at all events.
- Amplified music is not permitted unless it is part of sponsored entertainment.

#### **Penalties for violation:**

- Violations of this policy may result in a warning letter, suspension, or removal as a Vendor at Village events.

I have read the Village of Lake George's code of conduct. My signature indicates that I will abide by the Village of Lake George's vendor code of conduct. If I do not abide by the rules that have been placed before me, I do understand the penalties that will be imposed.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date