



LAUSD
UNIFIED

Doing Business with LAUSD

Presented by:

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Procurement Services Department

Session 6

Ethics and Compliance

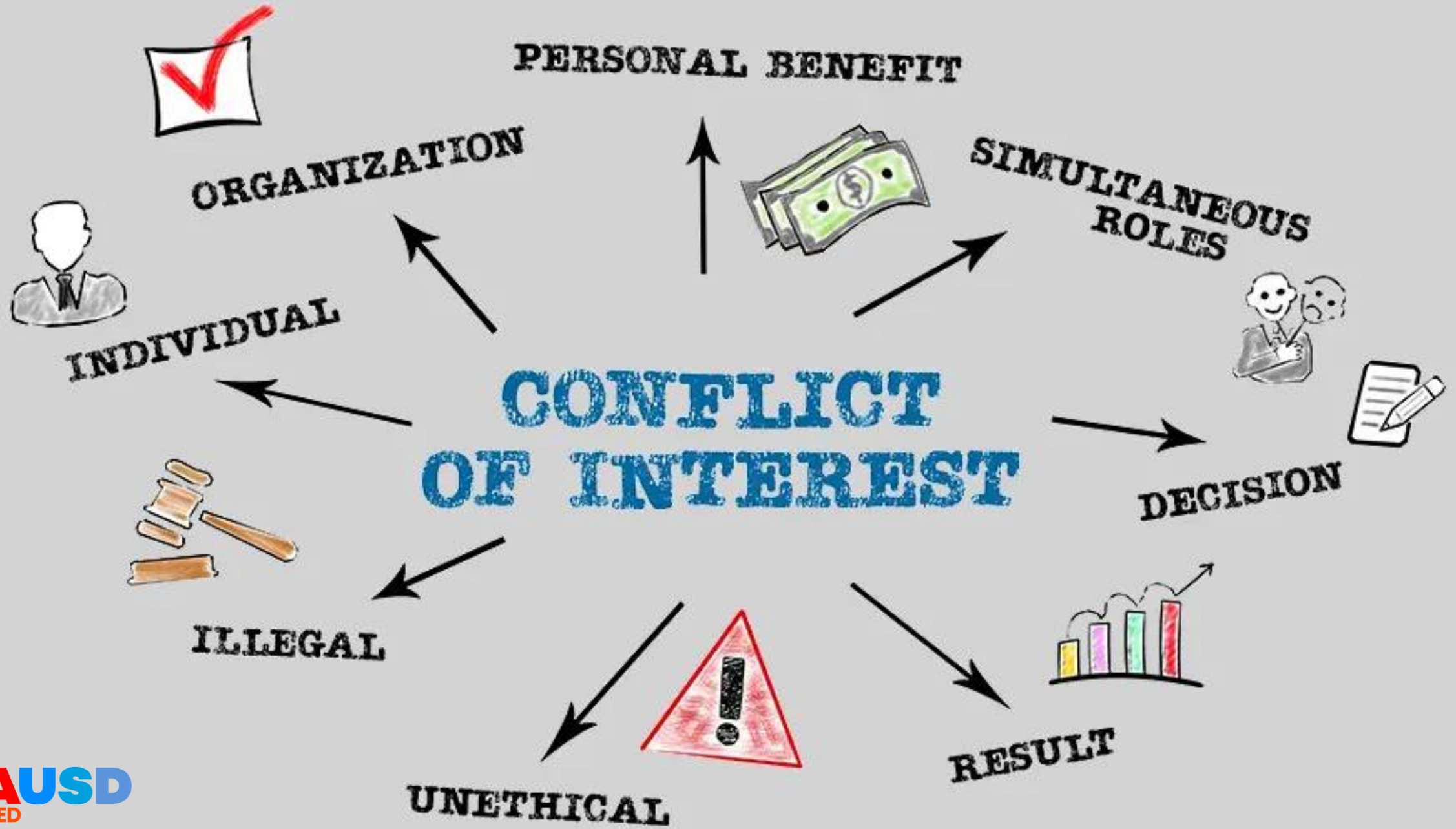


DOING BUSINESS ******* *with* LAUSD

Schedule

Sessions are hosted via Zoom from 10:00AM - 12:00 PM

02/18/26 SESSION 1 INTRODUCTION TO PUBLIC PROCUREMENT	02/25/26 SESSION 2 VENDOR REGISTRATION AND ELIGIBILITY	03/04/26 SESSION 3 FINDING OPPORTUNITIES	03/11/26 SESSION 4 UNDERSTANDING SOLICITATIONS	03/18/26 SESSION 5 SUBMITTING BIDS AND PROPOSALS
03/25/26 SESSION 6 ETHICS AND COMPLIANCE	04/01/26 SESSION 7 CONTRACT AWARD AND MANAGEMENT	04/08/26 SESSION 8 INVOICING AND PAYMENT	04/15/26 SESSION 9 BUILDING LONG-TERM RELATIONSHIPS	04/22/26 SESSION 10 RESOURCES AND SUPPORT



What is a conflict of interest?

A conflict of interest is a situation where a person's personal interests could interfere with their professional duties or decisions.

Simply put, it happens when someone has something to gain personally (money, relationships, favors, etc.) that could influence—*or appear to influence*—their judgment.

What is a conflict of interest?

Examples:

- Financial Conflict of Interest (Personal Gain)
e.g. accepting kickbacks from a vendor in exchange for a contract
- Personal Conflict of Interest (Favoring Family/Friends)
e.g. promoting a less qualified friend or relative over a more competent candidate

What is a conflict of interest?

Examples:

- Gifts or Favors (Bribery)
e.g. accepting gifts from a vendor who is trying to win business

- Outside Employment (Conflict of Commitment)
e.g. working a second job that competes with or impacts your main job

What is a conflict of interest?

Why it matters:

Even if no wrongdoing occurs, a conflict of interest can:

- Undermine fairness and transparency
- Damage trust and credibility
- Lead to legal or disciplinary consequences

It's not just actual wrongdoing—it's also about the ***appearance*** of bias.

What is a conflict of interest?

Most organizations (like public agencies) require:

- Disclosing the conflict*
- Recusing yourself (step away from decisions)*
- Following formal ethics policies*

*Decisions must be made fairly, objectively, and in the best interest of LAUSD. **Employees must avoid actual conflicts and perceived conflicts.***



LOS ANGELES UNIFIED SCHOOL DISTRICT
Contractor Code of Conduct
Adopted: 12/00; Revised: 11/02, 11/06

Preamble

Los Angeles Unified School District's Contractor Code of Conduct was adopted to enhance public trust and confidence in the integrity of LAUSD's decision-making process. This Code is premised on three concepts:

- *Ethical and responsible use of scarce public tax dollars is a critical underpinning of effective government*
- *Contracting integrity and quality of service are the shared responsibilities of LAUSD and our Contractors*
- *Proactive and transparent management of potential ethics concerns improves public confidence*

This Code sets forth the ethical standards and requirements that all Contractors and their Representatives shall adhere to in their dealings with or on behalf of LAUSD. Failure to meet these standards could result in sanctions including, but not limited to, avoidance of current or future contracts.

1. Contractors

All LAUSD Contractors and their Representatives are expected to conduct any and all business affiliated with LAUSD in an ethical and responsible manner that fosters integrity and public confidence. A "Contractor" is any individual, organization, corporation, sole proprietorship, partnership, nonprofit, joint venture, association, or any combination thereof that is pursuing or conducting business with and/or on behalf of LAUSD, including, without limitation, consultants, suppliers, manufacturers, and any other vendors, bidders or proposers. A Contractor's "Representative" is also broadly defined to include any subcontractors, employees, agents, or anyone else who acts on a Contractor's behalf.

2. Mission Support

LAUSD relies on Contractors and their Representatives to support our LAUSD mission statement of "educating students to a higher level of achievement that will enable them to be responsible individuals and productive members of the greater society." Contractors and their Representatives must provide high-value products, services and expertise which advance LAUSD's mission or provide mission-related benefits that support our goals for the students, employees, stakeholders, and the communities we serve.

3. Ethical Responsibilities

All LAUSD contracts must be developed and maintained within an ethical framework. LAUSD seeks to promote public trust and confidence in our contracting relationships and we expect every individual, regardless of position or level of responsibility, who is associated with an LAUSD procurement process or contract, to commit to exemplifying high standards of conduct in *all phases* of any relationship with LAUSD.

Given that the business practices and actions of Contractors and their Representatives may impact or reflect upon LAUSD, strict observance with the standards in this Code, all applicable local, state and federal laws, and any other governing LAUSD policies or agreements is not only a minimum requirement for all Contractors and their Representatives, but an ethical obligation as well.

In addition to any specific obligations under a Contractor's agreement with LAUSD, all Contractors and their Representatives shall comply with the following requirements:

- A. Demonstrate Honesty and Integrity** – Contractors shall adhere to the highest standards of honesty and integrity in all their dealings with and/or on behalf of LAUSD. As a general rule, Contractors must exercise caution and avoid *even the appearance of impropriety or misrepresentation*. All communications, proposals, business information, time records, and any other financial transactions must be provided truthfully, accurately, and completely.
- B. Be a Responsible Bidder** – Contractors shall demonstrate a record of integrity and business ethics in accordance with all policies, procedures, and requirements established by LAUSD.
 - (1) Critical Factors** – In considering a Contractor's record of integrity and business ethics, LAUSD may consider factors including, but not limited to: criminal investigations, indictments, injunctions, fines, convictions, administrative agreements, suspensions or debarments imposed by other governmental agencies, tax

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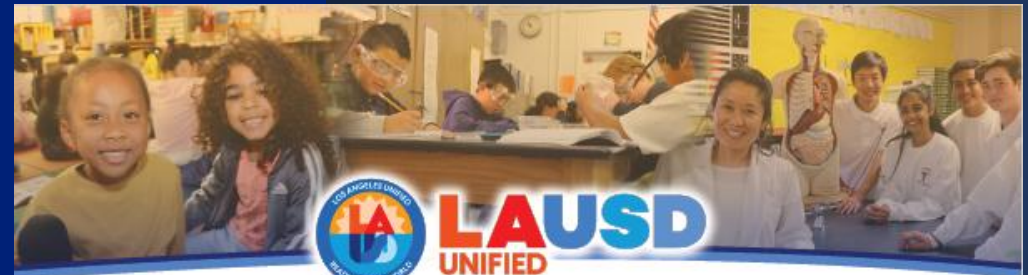
Contractor Code of Conduct

All LAUSD Contractors and their Representatives are expected to conduct any and all business affiliated with LAUSD in an ethical and responsible manner that fosters integrity and public confidence.

- ✓ Maintain professionalism and integrity at all times
- ✓ Comply with all district policies and contractual obligations
- ✓ Ensure fair dealing and ethical business practices
- ✓ Report unethical behavior or violations

Code of Conduct with Students

While the District encourages the cultivation of positive relationships with students, employees and individuals who work with or have contact with students are expected to use good judgment, maintain professional standards and ethical boundaries.



CODE OF CONDUCT WITH STUDENTS

A top priority of the District is the safety of our students. All employees, as well as individuals who work with or have contact with students (e.g., volunteers, mentors, coaches, etc.) must be mindful of the distinction between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While the District encourages the cultivation of positive relationships with students, employees and individuals who work with or have contact with students are expected to use good judgment, maintain professional standards and ethical boundaries, and are cautioned to keep these guidelines in mind and avoid the following when possible, including but not limited to:



Engaging in behaviors either directly or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.



Meeting individually with a student of any gender behind closed doors or in spaces designated for students only (e.g., restrooms, locker rooms), except for specific school-related purposes (e.g., assessments, counseling, required services, supervision).



Remaining on campus with student(s) after the last administrator leaves the site; there are exceptions, such as afterschool programs, teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with administrative approval in advance.



Providing preferential treatment and/or giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.



Making gestures, statements, or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, profane, obscene, abusive, intimidating, bullying, harassing, discriminatory, or demeaning.



Touching, having physical contact, or requesting the removal of clothing with a student(s) that is not age-appropriate or within the scope of the employee's/individual's professional responsibilities.



Engaging in any conduct that endangers students, inclusive of physical violence or threats of violence.



Using alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.



Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance for District approved reasons.



Meeting with, taking or accompanying student(s) off campus for activities other than a District-approved school journey, activity, or field trip.



Providing students with, or requesting from students, personal contact information and/or communicating/socializing with student(s), orally, in writing, by phone/email/electronically/webcam, via Internet, social media, or in person for purposes that are not specifically school-related.



Taking pictures or videos of or requesting them from students, except for specific school-related purposes with appropriate approvals.

Consequences of Non-compliance

- May result in contract termination, suspension, or withholding of payment
- Can lead to financial penalties, repayment of funds, or disqualification from future work
- Serious violations may trigger investigations, civil liability, or criminal prosecution
- Damages professional reputation, public trust, and organizational credibility
- Non-compliance affects both individual accountability and District integrity

Transparency and Open Records Laws

Transparency is a critical part of doing business with a public agency like LAUSD. Because the District is funded by public dollars, its operations must be conducted openly and in a way that can withstand public review.

The **California Public Records Act**, or CPRA, gives the public the legal right to request access to certain government records. Contractors and District personnel should never assume that written communications or records will remain internal. If a record is requested, it may be produced.

Best Practices

✓ *Stay Informed on Policies and Updates*

Regularly review District policies, contract requirements, and any updates to procedures, compliance expectations, or legal requirements to ensure continued alignment with current standards.

✓ *Ask Questions When Unsure*

If a situation is unclear, seek clarification before taking action. Asking questions early can help prevent misunderstandings, compliance violations, or costly mistakes.

Best Practices

- ✓ ***Document All Decisions and Communications***

Accurate and complete documentation helps create transparency, supports accountability, and provides a clear record of actions, approvals, and business decisions related to District work.

- ✓ ***Promote a Culture of Ethics and Accountability***

Ethical behavior should be reflected in daily actions, decision-making, and professional interactions. Everyone shares responsibility for maintaining integrity, reporting concerns, and upholding public trust.

Thank you!