

HAWAII DEPARTMENT OF HUMAN SERVICES – Division of Vocational Rehabilitation  
**VENDOR CODE OF CONDUCT**

1. The Vendor, its personnel, subcontractors or any other individual on the Vendor's premises is not a legislator or an employee or a business in which a legislator or an employee has a controlling interest.
2. The Vendor, its personnel, subcontractors or any other individual on the Vendor's premises has not been represented or assisted personally in the matter by an individual who has been an employee of Hawaii Department of Human Services, Division of Vocational Rehabilitation within the preceding two (2) years and who participated while so employed in the matter with which the Service Specifications are directly concerned.
3. The Vendor, its personnel, subcontractors or any other individual on the Vendor's premises has not been assisted or represented by a legislator or employee for a fee or other compensation to obtain approval to provide services under the established Service Specifications and will not be assisted or represented by a legislator or employee for a fee or other compensation in the performance of the Service Specifications, if the legislator or employee had been involved in the development or award of Contract #DHS-23-DVR-0057.
4. The Vendor, its personnel, subcontractors or any other individual on the Vendor's premises has not been represented on matters related to Contract #DHS-23-DVR-0057, for a fee or other consideration by an individual who, within the past twelve (12) months, has been an agency employee, or in the case of the Legislature, a legislator, and participated while an employee or legislator on matters related to Contract #DHS-23-DVR-0057.
5. The Vendor, its personnel, subcontractors or any other individual on the Vendor's premises understand that the approval to provide services per each Service Specification in which this Code of Conduct is attached is voidable on behalf of the State of Hawaii if Vendor approval was entered into in violation of any provision of chapter 84, Hawaii Revised Statutes, commonly referred to as the Code of Ethics, including the provisions which are the source of the declarations above. Additionally, any fee, compensation, gift, or profit received by any person as a result of a violation of the Code of Ethics may be recovered by the State of Hawaii.