



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER

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October 18, 2013

Dear Vendor Colleague:

The City of Rochester is committed to building and supporting an organization that demonstrates honesty, integrity, ethics, and best practices. In an effort to strengthen this commitment, we have established an ethics & compliance program. As part of this program, we have developed several formal Policy & Procedure Manual (PPM) administrative directives (PPM's can be found here: http://www.rochesternh.net/Public_Documents/RochesterNH_Manager/index). These PPM's are our attempt to offer guidance for the complex legal and business issues we face every day and to provide the overall principles for our system.

The standards outlined apply to all employees. We also expect these standards to apply to all our vendor, supplier, and affiliate colleagues. Please direct your attention to the Gifts & Prizes Policy of the PPM's. You can see this standard clearly prohibits employees and their families from receiving gifts or any other consideration of value from a person or organization that does business or may want to do business with the City of Rochester.

In an effort to help our employees abide by this standard, we are requesting that all vendors, suppliers, and affiliates refrain from offering our employees any items of value.

Thank you. If you have questions or would like to discuss the PPM handbook or the Gifts & Prizes PPM in particular, please do not hesitate to contact me.

Sincerely,

Daniel W. Fitzpatrick
City Manager
Chief Ethics & Compliance Officer