



**BERTHA W. HENRY**, County Administrator  
115 S. Andrews Avenue, Room 409 • Fort Lauderdale, Florida 33301 • 954-357-7362 • FAX 954-357-7360

December 6, 2010

**TO:** All Broward County Vendors and Potential Vendors  
**SUBJECT:** Broward County's "Code of Ethics - No Gift Policy"

The Broward County Board of County Commissioners recently approved landmark ethics reform. This new legislation provides for transparency in County government and, we believe will increase the public's confidence that the highest standards of conduct are practiced in relation to all vendors and potential vendors of the County.

One aspect of the new legislation is referred to as the "No Gift Policy." It basically ensures that there will not even be an appearance of a conflict of interest when doing business with vendors, subcontractors, subconsultants, and lobbyists registered with the County or any principal or employer of a lobbyist. The "No Gift Policy" prohibits gifts of any kind, regardless of value, to any County employee or their immediate family.

In the event that a gift is received, County employees are required to return the gift whenever feasible and when not feasible the gift must be reported. With the holiday season upon us, vendors are respectfully asked NOT to deliver any gift(s) to an individual, department, office or division of County government or the immediate family of same.

We are confident that this standard will reflect positively on the County and also on you as a vendor or potential vendor. If you have any questions about Broward County's No Gift Policy or any other aspects of the new ethics policies, please contact the County Administrator's Office at 954-357-7000. We appreciate your business and look forward to your continued interest in doing business with Broward County.

Sincerely,

A handwritten signature in blue ink that reads "Bertha W. Henry".

Bertha W. Henry  
County Administrator