

February 1, 2016

Dear Vendor, Consultant or Contractor:

**Subject: Compliance with Port Authority of New York and New Jersey (Port Authority) Policies**

As we begin a new year, I would like to remind you of several ethics-related policies that apply to our vendor, consultant and contractor communities. These include the Port Authority's Administrative Instructions (AIs) on the Code of Ethics and Financial Disclosure, [AI 20-1.15](#) (Revised March 11, 2014, available at: <http://www.panynj.gov/corporate-information/pdf/ai20115.pdf>), and Gifts, Gratuities, Business Expenses, and Offers of Employment (Revised March 11, 2014, embodying the Port Authority's "Zero-Tolerance Policy," available at: <http://www.panynj.gov/corporate-information/pdf/ai20106.pdf>), AI 20-1.06.

Please review all policies and advise your employees of their contents and applicability to them while conducting business as a contractor or consultant of the Port Authority, regardless of their location.

The Port Authority expects its vendors, contractors and consultants to perform in an ethical manner at all times while working for the Port Authority. The Port Authority, in its discretion, may require that certain vendors' employees be subject to certain additional ethical standards and policies applicable to Port Authority employees, based on the nature of the services provided by the vendor and its employees to the Port Authority and the provisions of the contract between the vendor and the Port Authority. Port Authority solicitations require that each bidder or proposer certify, amongst other things, that it has not made any offers or agreements or taken any other action with respect to any Port Authority employee or former employee or immediate family member of either, which would constitute a breach of ethical standards under the Code of Ethics and Financial Disclosure dated March 11, 2014. See Contractor's Integrity Provisions for [Bids](#) (<http://www.panynj.gov/business-opportunities/pdf/PA3764A.pdf>) and [RFPs](#) (<http://www.panynj.gov/business-opportunities/pdf/PA3764B.pdf>).

The Port Authority has a Zero-Tolerance Policy regarding the solicitation and acceptance of gifts, gratuities, business expenses and offers of employment by Port Authority employees, and the offer of such items to Port Authority employees by third parties who are actual or potential Port

Authority business partners. This policy is a simple, flat ban subject to certain limited exceptions, helping the agency avoid even the appearance of impropriety and the potential for abuse.

Vendors, contractors and consultants are reminded that where applicable, current Certificates of Insurance are required and shall be provided to the Port Authority in a manner consistent with Contract requirements.

The Port Authority promotes competition, integrity, and transparency with respect to agency business dealings with third-party individuals and organizations. In that regard, in March 2015, the agency's [Board of Commissioners adopted a Whistleblower Protection Policy](http://www.panynj.gov/corporate-information/pdf/PA-Minutes-3-19-15.pdf) (<http://www.panynj.gov/corporate-information/pdf/PA-Minutes-3-19-15.pdf>) that encourages agency employees to report conduct involving corruption, criminal activity, other violations of applicable federal, state or local laws, rules or regulations, conflict of interest, gross mismanagement, gross waste of funds or abuse of authority within the Port Authority, without fear of retaliation. Pursuant to the Board's action, the principles of the Whistleblower Protection Policy apply to all entities participating in Port Authority business transactions, to encourage employees of those entities to disclose such wrongdoing in connection with those transactions or otherwise pertaining to the Port Authority. Individuals, including vendors, contractors and consultants, may express concerns and complaints regarding fraud, waste, abuse or other misconduct by contacting the Port Authority's Office of the Inspector General through the following channels:

In writing: The Port Authority of NY & NJ, Office of Inspector General, P.O. Box 2018, Hoboken, NJ 07030 or [InspectorGeneral@panynj.gov](mailto:InspectorGeneral@panynj.gov) or Fax: (973) 565-4307

By telephone: 24-Hour Hotline: (973) 565-4340

In person: Office of Inspector General, 5 Marine View Plaza, Suite 502, Hoboken, N.J.

Please be informed and inform your staff accordingly. Thank you for your cooperation in ensuring compliance with Port Authority Policies.

Sincerely,

O/S/B

Lillian Valenti  
Chief Procurement Officer