**(SAMPLE A: MAY BE USED WHEN ADOPTING CITY’S CODE OF CONDUCT/ print on letterhead – Delete Note)**

**CERTIFICATION OF BOARD RESOLUTION**

Whereas      *(legal name of your corporation)* shall continue to operate and provide services to the Los Angeles community; and

Whereas adoption of a Code of Conduct shall be needed in order for      *(legal name of your corporation)* to continue to contract with the City and its funding sources; and

Whereas      *(legal name of your corporation)* has amended its corporate policies and procedures by reference to and incorporation of said City Code of Conduct;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of      *(legal name of your corporation)* hereby adopted the City of Los Angeles Code of Conduct (WDS Directive No. 17-08, effective upon its issue date of January 10, 2017) with respect to all agreements      *(legal name of your corporation)* might enter into with the City of Los Angeles; Said adoption will remain in effect unless amended by a future Board Resolution.

I, the undersigned, do hereby certify:

1. That I am the duly elected Secretary of      *(legal name of your corporation)*; and

2. That the foregoing constitutes a Resolution of the Board of said corporation, as duly adopted at a meeting of the Board of Directors thereof, held on the       th day of      , 20\_\_.

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of said corporation, this       th day of      , 20\_\_.

*(AFFIX CORPORATE SEAL HERE)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      *(Name of Corporate Secretary)*

Corporate Secretary,

     *(Name of your Corporation)*

Rev. 01.10.

**(SAMPLE B: MAY BE USED WHEN CONTRACTOR HAS EXISTING CODE OF CONDUCT WHICH WAS AMENDED TO INCORPORATE THE CITY’S CODE OF CONDUCT/ print on letterhead – Delete Note)**

**CERTIFICATION OF BOARD RESOLUTION**

Whereas      *(legal name of your corporation)* shall continue to operate and provide services to the Los Angeles community; and

Whereas adoption of a Code of Conduct shall be needed in order for      *(legal name of your corporation)* to continue to contract with the City and its funding sources; and

Whereas      *(legal name of your corporation)* amended its corporate policies and procedures by reference to and incorporation of said City Code of Conduct;

IT WAS RESOLVED that the Board of Directors of      *(legal name of your corporation)* adopted a Code of Conduct that contains all the requirements as set forth by the City of Los Angeles Code of Conduct (WDS Directive 17-08, effective upon its issue date of January 10, 2017) with respect to all agreements      *(legal name of your corporation)* may enter into with the City of Los Angeles; Said adoption will remain in effect unless amended by a future Board Resolution. A fully executed copy of adopted Code of Conduct is attached to this Resolution and is incorporated herein by reference.

I, the undersigned, do hereby certify:

1. That I am the duly elected Secretary of      *(legal name of your corporation)*; and

2. That the foregoing constitutes a Resolution of the Board of said corporation, as duly adopted at a meeting of the Board of Directors thereof, held on the       th day of      , 20\_\_.

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of said corporation, this       th day of      , 20\_\_.

*(AFFIX CORPORATE SEAL HERE)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name of Corporation Secretary)*

Corporate Secretary,

     (Name of your Corporation)

Rev. 01.10.17

**(SAMPLE C: MAY BE USED BY INDEPENDENT CONTRACTOR ON OWN LETTERHEAD OR ADOPT SAMPLE HEADER FORMAT AS FOLLOWS)**

      (Formal Name of Independent Contractor)

DBA      (Doing Business As Name, if applicable)

      (Address: Street, Street No.)

      (Address: City, State, and Zip)

Telephone:      ; Fax:      ; E-mail:      

City of Los Angeles

Economic and Workforce Development Department

1200 West 7th Street, 6th floor

# Los Angeles, CA 90017

# **SUBJECT: SELF STATEMENT OF ADOPTING THE CODE OF CONDUCT OF THE CITY OF LOS ANGELES**

I,       (DBA      ), an independent contractor, hereby adopt the Code of Conduct for the City of Los Angeles (WDS Directive No. 17-08, effective upon its issue date of January 10, 2017) with respect to all Agreements I may enter into with the City of Los Angeles Economic and Workforce Development Department, effective immediately. It shall and remain in effect unless amended.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Print Name and Title) DBA if applicable*

Independent Contractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed