



Purchasing Department

Code of Ethics

The Chief Procurement Officer/Director of Purchasing and the purchasing department staff subscribe to the following code of ethics:

- Each staff member will not secretly represent conflicting interests.
- Each staff member believes in the importance and dignity of the service rendered by government and is aware of his own social responsibilities as a trusted employee and public servant.
- Each staff member is governed by the highest ideals of honor and integrity with regard to all business and personal relationships in order that he/she may be deserving and inspire the confidence of those he serve.
- Each staff member believes the misuse of public or personal relationships to achieve selfish ambitions is dishonest.
- Each staff member will never, under any circumstances, seek or accept, directly or indirectly from any individual doing or seeking to do business with the city, loans, services, payments, entertainment, trips, money in any amount, or gifts of any kind. The prohibition of this section does not include promotional items obtained at business conferences.
- Each staff member handles all personnel matters on a merit basis. Political, religious and/or racial/ethnic/gender considerations carry no weight in personnel administration.
- Each staff member is encouraged to cooperate with all professional organizations engaged activities which develop and further enhance *purchasing* as a profession.
- Each staff member has an obligation to promote a better understanding of the ethics and functions of the city *purchasing* department.