

## PROCUREMENT CODE OF ETHICS

Every representative of the Procurement Bureau shall adhere to the following code of ethics.

- Regards public service as a trust and acts in accordance with the professional principles of governmental purchasing.
- Believes in the dignity of their responsibilities as contracts and purchasing representatives including the real worth of the service rendered by Procurement and gives first consideration and loyalty to the District.
- Always guided in their actions by integrity and honor to merit the respect and inspire the confidence of the District and the public which they serve.
- Accepts full responsibility for the purchase and supply function making every effort to stay abreast of what is going on in the Procurement profession by participating in professional purchasing organizations.
- Believes that character is the greatest asset in commerce and therefore will not accept any gifts or other things of value from vendors /contractors/consultants.
- Keeps others in the Bureau fully informed of any problems and progress doing so through appropriate channels.
- Does not allow political consideration or any other outside influence to enter into relationships.
- Avoids sharp practices and misrepresentations recognizing that mutually beneficial business relations are based on honesty and fair dealing.
- Always acts in a courteous, considerate, prompt and business-like manner when dealing with others including fellow employees, vendors, contractors, consultants and the public.