

PURCHASING CODE OF ETHICS

Public employment is public trust. Public employees, especially those involved in the procurement process must conduct themselves in such a manner as to foster public confidence.

To achieve this trust, employees involved in the procurement process agree to:

- Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- Demonstrate loyalty to the City of Lancaster by diligently following the lawful instructions of the employer, using reasonable care and only the authority granted.
- Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the City of Lancaster.
- Refrain from soliciting or accepting (Kickbacks) money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether as payment for services or not; and never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of Governmental duties.
- Engage in no business with the City of Lancaster, directly or indirectly, which is inconsistent with the conscientious performance of Governmental duties.
- Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and regulations.
- Never use any information gained confidentially in the performance of Governmental duties as a means of making private profit.
- Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
- Expose corruption when discovered.