

	<p>CITY OF AUSTIN</p>	<p>Document Number: FASD-ETH01</p>
<p>Organization: Financial Services Department. Purchasing Office</p>		<p>Revision Number:000</p>
<p>Subject: Code of Ethics</p>		<p>Effective Date: 4/12/2019</p>



**Purchasing Office**

**Code of Ethics**

**Approved By:**

**James Scarboro**  
 Purchasing Officer

**April 12, 2019**  
 Effective Date

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**Document History Log**

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Baseline		4/12/2019	New Document

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## 1 Purpose

**1.1** Ethics are the principles which define behavior as right, good, and appropriate. Employees in public service are bound to uphold certain values. It is essential that public procurement professionals adhere to a well-defined code of ethics which reinforces the concepts of public procurement ethics coupled with individual responsibility to all staff with procurement authority.

## 2 Scope and Applicability

- 2.1** Ethical procurement prohibits breach of the public's trust by discouraging a public employee from attempting to realize personal gain through conduct inconsistent with the proper discharge of the employee's duties.
- 2.2** The Purchasing Officer, Purchasing Office Staff, and all City employees with any delegated procurement authority must abide by the responsibilities listed herein.

## 3 Responsibilities

- 3.1** Uphold the dignity and worth of the service rendered by the City, and the societal responsibilities assumed as a trusted public servant.
- 3.2** Act impartially and with the highest degree of integrity to foster public confidence in City government and make every effort to ensure open and fair competition for available City business.
- 3.3** Identify and eliminate the participation of any individual in procurement situations where a conflict of interest may be involved.
- 3.4** Avoid soliciting or accepting money, loans, credits, discounts, favors, services, personal gifts or gratuities from present or potential vendors and contractors since this may appear to influence procurement decisions, regardless of the value of the item(s).
- 3.5** Promote positive vendor/contractor relationships by treating vendor representatives in a courteous, fair and ethical manner.
- 3.6** Conduct yourself in a courteous and professional manner with the Office's internal customers, outside vendors and citizenry with whom you come into contact, striving always to act objectively and without discrimination or bias of any form.

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- 3.7** Avoid involvement in any transactions/activities that could reasonably be considered to be a conflict between personal interest and the interests of the City.
- 3.8** Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
- 3.9** Enhance proficiency by acquiring and maintaining current technical knowledge and pursuing related educational opportunities and professional growth.
- 3.10** Honor the City’s obligations and require that obligations to the City be honored.
- 3.11** Be governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the City and the public being served.
- 3.12** Utilize confidential or sensitive information acquired in the course of your duties appropriately, and not utilize confidential or sensitive information for personal gain or for the benefit of your family or friends.
- 3.13** Act only within the official level of your authority.
- 3.14** Handle government documents and records appropriately and not willfully or unlawfully conceal, remove, mutilate, falsify or destroy any government document or record, or make any false or fictitious statements in connection with any official matter, document or record.
- 3.15** Promote a better understanding of the ethics and functions of the City’s Purchasing Office.