



## PROCUREMENT ETHICS POLICY

As public employees and purchasing professionals, we owe the State, the District, and our community our best unbiased judgment every time we expend their money and/or act on their behalf.

It is our responsibility to promote fair and ethical business practices. We guide our activities through the application and adherence to the following commonly shared values and ethical standards for dealing with vendors and clients:

1. Consider the Districts mission and policies in purchasing activities.
2. Conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process, while remaining alert to and advising the District of the legal ramifications of the purchasing decisions.
3. Decline personal gifts, gratuities and \*incentives from present or potential suppliers since this can influence or appear to influence purchasing decisions.
4. Never use confidential information to obtain financial enrichment or personal betterment for oneself or anyone else.
5. Promote positive supplier/contractor relationships by according to vendor representatives, courteous, fair, and ethical treatment through impartiality within the purchasing cycle.
6. Provide an environment where all business concerns, large or small, majority or minority-owned, are afforded an equal opportunity to compete for the Districts business.
7. Make every reasonable effort to negotiate equitable and mutually agreeable settlements of controversies with a supplier(s)/contractor(s).
8. Display the highest ideals of honor and integrity in all public and personal relationships to merit the respect and inspire the confidence of the public being served, by avoiding involvement in any transactions/activities that could be a conflict between personal interests and the interests of the District.
9. Know and obey the letter and spirit of laws governing the purchasing function while using professional judgment, reasonable care and exercising only the authority granted.



10. Enhance proficiency by acquiring and maintaining current technical knowledge and pursuing related educational opportunities and professional growth.
11. Obtain maximum value for each dollar spent.
12. Educate our internal clients on these ethical practices.

**\*Incentives**

Incentives that may serve to induce or influence an employee engaged in the selection, award or administration of contracts may be unlawful.

Examples of incentives include but are not limited to:

1. Gifts (such as free merchandise, extra tickets, gift cards), entertainment, favors and/or services
2. Cash, gift cards, loans, credits, or prejudicial discounts
3. Points that can be redeemed for merchandise

A handwritten signature in black ink, appearing to read "Francine", written over a horizontal line.

Francine Brissey, Director of Purchasing & Warehouse

A handwritten signature in black ink, appearing to read "Candis McDermott", written over a horizontal line.

Candis McDermott, Purchasing Supervisor

A handwritten signature in black ink, appearing to read "Tina", written over a horizontal line.

Tina Hernandez, Buyer

A handwritten signature in black ink, appearing to read "Juan Sanchez", written over a horizontal line.

Juan Sanchez, Buyer

A handwritten signature in black ink, appearing to read "Denise Silas-Gaston", written over a horizontal line.

Denise Silas-Gaston, Purchasing Assistant

A handwritten signature in black ink, appearing to read "Aimee", written over a horizontal line.

Aimee Ring, Admin Clerk – Senior – Purchasing