



PROCUREMENT DEPARTMENT
ADMINISTRATIVE PROCEDURE

EMPLOYEE CONDUCT AND ETHICS

Reference:

BOS Policy C2.1
Personnel Policy 8-119
Administrative Procedures 3-19, 3-26
Code of Ethics - NIGP

Procedure No.: PO-DPT-26

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Department Director

I. Purpose

The purpose of this procedure is to state the expectations of all department staff to ensure Pima County procurement will be conducted with integrity, transparency and accountability. Staff will maintain unquestionable standards of high personal integrity, truthfulness, honesty and fairness in the exercise of their official responsibilities.

II. Definitions

- A. **Integrity:** adherence to a code of moral and ethical principles; the quality of being honest and fair
- B. **Transparency:** the quality or state of being transparent or clearly understood
- C. **Accountability:** the quality or state of being accountable; an obligation or willingness to accept responsibility or to account for one's actions
- D. **Perception:** the way one thinks about or understands someone or something

III. Code of Ethics - NIGP

As the Pima County Procurement Department is a member of NIGP: The Institute for Public Procurement and follows its professional teachings, guidelines and practices, the Code of Ethics - NIGP is adopted as the department's Code of Ethics (see attached).

IV. Rules of Conduct

In addition to following all Pima County policies, procedures and rules, the Code of Ethics - NIGP will be demonstrated by a variety of actions or restraint of action. It is important to recognize that the appearance of impropriety is damaging and must be avoided by monitoring even the perception of one's actions. All department staff shall further demonstrate the Code of Ethics - NIGP through adherence to the following rules:

- A. Conduct procurement processes with integrity, transparency and accountability.
- B. Make decisions that are clear and objective.
- C. Use confidential or sensitive information for business purposes only and do not accept or use information for personal gain or provide preferential treatment to any person or organization.
- D. Refrain from exceeding or over implying one's authority.
- E. Refrain from activity that would create a conflict of interest or the perception of a conflict.
- F. Act impartially and do not display favoritism or be influenced by suppliers.
- G. Avoid circumstances that create an appearance of impropriety.
- H. Hold business meetings in an office setting.
- I. Receive approval from the Procurement Director to hold business meetings outside of an office setting, such as, but not limited to meals, recreational venues, entertainment events.
- J. Evaluate gifts to the department or division for intent and consider perception of acceptance.
- K. Avoid acceptance of any gift to an employee individually. If a nominal gift is accepted, disclose such acceptance to one's supervisor.
- L. Disclose any activity or issue that may have a real or potential negative impact on the Procurement Department or which creates a real or perception of a conflict.

Code of Ethics - NIGP

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization:

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is 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 organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of NIGP - The Institute for Public Procurement.