

## ***COUNTY OF SACRAMENTO PROCUREMENT CODE OF ETHICS***

*The County of Sacramento believes that the following ethical principles should govern the conduct of every employee who has procurement responsibilities on behalf of the County.*

Contract & Purchasing Services Division employees, being in positions of influence shall refrain from any conduct or activity that:

- may be considered a conflict of interest per Government Code Section 877100 et. seq. (Conflict of Interest laws).
- may give the perception of an impropriety upon evaluation by the Director of General Services.

Contract & Purchasing Services Division employees are expected to adhere to the County Procurement Code of Ethics. Contract Services Officers are required to complete an Assuming (upon hiring), Annual and Leaving Office Statement of Economic Interest (also known as Form 700).

- Is committed to discharging their procurement responsibilities in accordance with professional procurement principles.
- Believes in the dignity and worth of the service rendered by the County, and the fiduciary 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 County and the public being served.
- Believes that personal gain or profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of anyone in operational situations where a conflict of interest may be involved.
- Believes that County employees should at no time accept gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence procurement decisions.
- Deals fairly and factually with dispute resolution while keeping the County organization informed.
- Handles all procurement matters on a non-discriminatory basis.
- Seeks or dispenses no personal favors.

# PROCUREMENT CODE OF ETHICS PRACTICES

## ***I. RESPONSIBILITY TO THE COUNTY***

The employee:

- Follows the lawful instructions or laws of the County.
- Understands the authority granted by the County.
- Avoids activities that would compromise or give the perception of compromising the best interest of the County.
- Actively promotes competition to reduce the potential for charges of preferential treatment.
- Obtains the maximum benefit for funds spent as agents for the County.

The employee:

- Avoids any private or professional activity that would create a conflict between their personal interest and the interests of the County.
- Avoids engaging in personal business with any company that is a supplier to the County.
- Avoids lending money to, or borrowing money from, any supplier.

## ***II. PERCEPTION***

The employee:

- Will avoid the appearance of unethical or compromising practices in relationships, actions and communications.
- Will avoid business relationships with personal friends when acting as an agent for the County. They will request a reassignment if such a situation arises.
- Will avoid noticeable displays of affection, which may give an impression of impropriety.
- Will avoid holding business meetings with suppliers outside the office. When such meetings do occur, one should carefully choose so that other persons in the business community or your peers do not perceive it as inappropriate.

### ***III. GRATUITIES***

The employee:

- Will never solicit or accept money, loans, credits or prejudicial discounts, gifts, entertainment, favors or services from present or potential suppliers which might influence, or appear to influence, procurement decisions.
- Will never solicit gratuities in any form for themselves or the County. Items of nominal value offered by suppliers for public relation purposes are acceptable when the County has established a value for such items and would not be perceived by the offeror, receiver or others as posing an ethical breach.
- Will turn-down decline or return any gifts offered that exceed established nominal value.

In the case of any gift, one should carefully evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence the employee's procurement decision, and that it will not be perceived by the employee's peers and others as unethical.

### ***IV. CONFIDENTIAL INFORMATION***

The employee:

- Will keep bidders' proprietary information confidential.
- Will follow the department's formal policy on the handling of confidential information.

### ***V. RELATIONSHIP WITH THE SUPPLIER***

Association with suppliers at business meals or business organization meetings is an acceptable practice enabling the employee to establish better relations, provided that the employee keeps free of obligation. If a seller pays for a business function, then the employee should reciprocate.

The employee:

- Will maintain and practice, to the highest degree possible, business ethics, professional courtesy and competence in all transactions.
- Will purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.
- Will refrain from showing favoritism or being influenced by suppliers through the acceptance of gifts, gratuities, loans or favors. Gifts of a nominal value that display the name of a firm and which is intended for advertisement may be accepted, if in accordance with County policy.

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(cont'd)**

- Will protect the supplier's business and legal rights to confidentiality for trade secrets, and other proprietary information.
- Will refrain from publicly endorsing products.

***VI. RELATIONSHIP WITH THE COUNTY***

The employee:

- Will avoid any activities that are, or could be, detrimental to or in conflict with the best interests of the County.
- Will refrain from activities where the employee has a significant personal or financial interest.

***VII. RELATIONSHIPS WITH OTHER AGENCIES AND ORGANIZATIONS***

The employee:

- Shall not use his/her position in the County to exert leverage on individuals or firms for the purpose of creating a benefit for agencies or organizations that he/she may represent.
- Will handle all transactions in a professional manner, with the interest of the County taking precedent.

***VIII. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND ASSOCIATIONS.***

The employee:

- Will represent that organization in a professional and ethical manner when affiliated with a professional organization.
- Shall not use their position in the County to persuade an individual or firm to provide a benefit to an organization.