



Procurement Ethics

Updated: May 23, 2016

Ethical Principles in Procurement - Unlike private purchasers, buyers in the Public Sector work in a fish bowl. All purchase documentation is a matter of public record, available to all for the asking. How we spend the public's money is open to the review of constituents, taxpayers, and others. We have an ethical responsibility to spend the public's money using especially the following principles:

Principle of Loyalty - A City purchaser - buyer should be FIRST loyal to the citizens/taxpayers of the City of Lompop, keeping personal business separate and staying free of conflicts of interest.

Principle of Impartiality – A City purchaser should play no favorites, treat all suppliers equally, and not discriminate on the basis of factors other than the value and merits of the transaction.

Principle of Honesty - Tell the truth in dealing with suppliers and do not mislead them in the pursuit of a better deal. Play fair at all times.

Gifts and Gratuities - It is the policy of the Purchasing Division as well as other related personnel of the City to decline personal gifts, gratuities or discounts in connection with the purchasing function. City staff may not accept personal gifts, gratuities, or discounts from any current or potential supplier of goods or services to the City. By way of clarification, this means:

Any Gift In the case of any gift, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence your buying decisions, and that it will not be perceived by your peers and others as unethical.

General City gifts of nominal value (about \$50.00) that are consumed at the City offices and are publicly available to all City employees or citizens are acceptable. This refers to Christmas or other seasonal gifts.

Specific personal gifts in connection with the purchasing function to employees in decision-making or influencing capacity are inappropriate and must be returned.

Advertising gifts or public relations clothing or printed materials gifts of nominal value in connection with the purchasing function to employees may be accepted.

Business meals should always be for a business purpose and should always be paid for by the City. Avoid frequent meals with the same supplier.

A Conflict of Interest may arise whenever a City of Lompoc employee participates in a decision in which he or she has a personal financial interest. A typical example of this type of conflict of interest arises when an employee of City of Lompoc is responsible for or involved in any way in the decision to purchase goods and/or services from himself/herself or from a near - relative. This has been referred to as "self-dealing".

Purchasing, renting, or leasing goods and services from the near relative of a City of Lompoc employee (or from a business in which the near-relative of a City of Lompoc employee owns a 10% or greater interest) when the employee appears to have **any influence over the purchasing decision** is **NOT ALLOWED**.

Ethical Principles in City Codes

City of Lompoc Personnel Rule XVII, Section 4, Employees not to be Party to Purchase or Sale of Property, states:

"City property shall not be purchased by city employees nor shall the city purchase any property from city employees. Provided, however, that city employees shall be allowed to purchase from the city by open bid or public auction procedure, unless such purchase constitutes a conflict of interest."

Lompoc Municipal Code Section 3.36.080, Conflict of Interest, states:

"No City employee shall participate in the solicitation or selection processes for any procurement of any kind when that employee has a relationship with a vendor or offeror which would subject that employee to the prohibition of Government Code Section 87100 or 1090 or other applicable provision of law; (Prior code § 2633)."

California Government Code, Section 1090 states:

"Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity."

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I certify that I have received a copy, have read and understand the City of Lompoc Purchasing Ethics Policy and agree to follow policies and procedures as set forth in the most current version of this policy.	
Employee Signature	Date
Printed Name	Department/Division

For updates visit: <http://gis20/purchasing/PurchasingEthics.pdf>