CITY OF BRYAN
The Good Life. Texas Style.

Purchasing Department
Ethics Policy
(Updated 1-29-10)

The following rules of professional conduct shall govern the behavior of Purchasing personnel in the fulfillment of their duties.

- Purchasing employees will act impartially and with the highest degree of integrity to foster public confidence in City government, and to ensure open, fair and unrestricted competition of available City business in accordance with the City Code, Purchasing Policy & Procedures and the Texas Local Government Code.

- Purchasing employees will not accept, directly or indirectly, any tangible benefit including, but not limited to, money, gifts, favors, entertainment, discounts, passes, transportation, accommodation, hospitality, or offers of employment that may influence or give the appearance of influencing procurement-related decisions. This includes any gift of nominal value, especially those that may have an imprinted company logo and that could be perceived, by virtue of its use in the Department, as an endorsement of, or preference for, a particular product or service.

- In the event that any Purchasing employee learns the City is conducting or intends to conduct business with a vendor with which they or a member of their family have a financial interest, the Purchasing employee will immediately disclose this potential conflict of interest to the Purchasing Manager and refrain from all activity with respect to this vendor.

- Purchasing employees shall conduct themselves in a courteous and professional manner with the Department's internal customers, vendors and citizenry with whom they come in contact, striving always to act objectively and without discrimination or bias of any form.

- Purchasing employees will not utilize confidential or sensitive information acquired in the course of their duties for personal gain or for the benefit of family or friends, and they shall act only within the official level of their authority.

- Purchasing employees will endeavor to keep the Purchasing Manager informed as necessary immediately upon learning of a potential or existing problem in which the Department has an interest. They will strive to ascertain all relevant facts in a timely manner as well as analyze all possible solutions, and present what they believe to be the one best solution to the Purchasing Manager.

- Purchasing employees will not willfully or unlawfully conceal, remove, mutilate, falsify or destroy any government document or record, nor will they make any false or fictitious statements in connection with any official matter, document or record.

JC Finkes 2-2-10
Joan C. Finkes, C.P.M., Purchasing Manager Date

Charles Cryan 2-2-10
Charles Cryan, Chief Financial Officer Date