



## **PROCUREMENT ETHICS POLICY**

### **1. Purpose**

The purpose of this Procurement Ethics Policy is to ensure that all procurement activities are conducted with integrity, transparency, fairness, and accountability. This policy establishes ethical standards that guide employees, contractors, and representatives involved in purchasing goods, services, or works on behalf of the organization.

### **2. Scope**

This policy applies to **all personnel** engaged in procurement activities, including but not limited to:

- Purchasing staff
- Department managers
- Evaluation committee members
- Consultants or contractors involved in procurement decisions

### **3. Ethical Principles**

#### **3.1 Integrity**

All procurement decisions must be made honestly and in the best interest of the organization. Personnel must avoid any actions that could compromise or appear to compromise their integrity.

#### **3.2 Transparency**

Procurement processes must be open, well-documented, and accessible for review. All decisions must be based on clear, objective criteria.

#### **3.3 Fair Competition**

Vendors must be treated equitably. No supplier shall receive special treatment, privileged information, or unfair advantage.

#### **3.4 Accountability**

Employees involved in procurement are responsible for ensuring compliance with this policy and applicable laws, regulations, and internal procedures.

### **3.5 Stewardship of Public/Organizational Funds**

Procurement personnel must ensure that all expenditures provide **best value**, avoid waste, and support responsible financial management.

### **4. Conflicts of Interest**

Personnel must disclose any actual, potential, or perceived conflicts of interest, including:

- Personal relationships with vendors
- Financial interests in supplier companies
- Gifts, favors, or hospitality offered by vendors

No individual with a conflict may participate in procurement decisions unless the conflict has been formally reviewed and mitigated.

### **5. Prohibited Conduct**

The following actions are strictly prohibited:

- Accepting gifts, bribes, or kickbacks
- Sharing confidential or proprietary information with vendors
- Manipulating specifications to favor a particular supplier
- Splitting purchases to avoid competitive bidding thresholds
- Engaging in collusion or bid-rigging

### **6. Confidentiality**

All procurement-related information—including bids, proposals, pricing, and evaluation documents—must be kept confidential and used solely for official purposes.

### **7. Vendor Relations**

Personnel must maintain professional, impartial relationships with all vendors. Communication must be documented and conducted through approved channels to ensure fairness and transparency.

### **8. Reporting and Enforcement**

Any suspected violations of this policy must be reported immediately to:

- A supervisor
- The procurement officer

- The compliance or ethics department

Violations may result in disciplinary action, up to and including termination, contract cancellation, or legal action.

## **9. Acknowledgment**

All personnel involved in procurement must sign an annual acknowledgment confirming:

- They have read and understand this policy
- They agree to comply with its requirements
- They will disclose any conflicts of interest

Adopted By



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