



## City of Frisco Purchasing-Ethics Policy Statement

The nature of purchasing functions makes it critical that all players in the process remain independent, free of obligation or suspicion, and completely fair and impartial. Maintaining the integrity and credibility of a purchasing program requires a clear set of guidelines, rules and responsibilities to govern the behavior of purchasing employees and those with delegated purchasing authority. Credibility and public confidence are vital throughout the purchasing and contracting system. Any erosion of honesty, integrity or openness tends to be more injurious to purchasing than to most other public programs. The shadow of doubt can be as harmful as the conduct itself. It is with this in mind that the following code is set forth. This document defines the ethical standards of conduct required of the City of Frisco Purchasing Division, the City's employees, suppliers, potential suppliers and employees of other agencies when acting under the authority delegated by the City of Frisco.

- To give first consideration to the objectives and policies of the City.
- To purchase without prejudice, seeking to obtain maximum value for each dollar expended on behalf of the City.
- To conduct ourselves with fairness and dignity and to demand honesty and truth in the purchasing process.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Strive to continually increase competition in supplier selection and endeavor to prevent any collusive activities among suppliers. Avoid soliciting or accepting money, loans, credits and acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence supply management decisions.
- Handle confidential or proprietary information with due care and proper consideration. Receive consent of originator of confidential information or proprietary ideas and designs before using them for competitive purchasing purposes.
- To honor our obligations and require that obligations to the City be honored.
- Promote positive supplier relations through courtesy and impartiality. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- To grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
- Foster fair, ethical and legal trade practices.
- Encourage support of small, disadvantaged and minority-owned business whenever possible.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with suppliers; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as to the established policies of my institution permit.