

City of Sierra Vista, Procurement Division Code of Ethics/Guiding Principles

The staff of the Procurement Division owe the City our best unbiased judgment every time we expend its money and/or act on the City's behalf. We guide our activity through the application and adherence to the following commonly shared values and ethical standard for partnering with suppliers and City departments.

1. Avoid unfair trade practices by ensuring that all suppliers are given equal consideration as guided by Federal, State, and City regulations.
2. Conduct business in good faith; demanding honesty and ethical practices from all participants in the procurement process.
3. Avoid soliciting or accepting money, loans, credits, discounts, favors, services, personal gifts from any supplier or potential supplier.
4. Promote positive supplier/contractor relationships by offering supplier representatives courteous, fair, and ethical treatment.
5. Avoid involvement in any transactions/activities that could be a conflict between personal interest and the interests of the City.
6. Ensure that all procurements comply with the City Procurement Code and applicable statutes and adhere to the letter and spirit of laws governing the procurement function.
7. Honor our obligations and require that obligations to our City be honored.
8. Strive to maintain an unimpeachable standard of integrity in all business relationships both inside and outside the City.
9. Never use confidential information as a means of obtaining financial enrichment or personal betterment for oneself or for any other person.
10. Be conscious of the importance of every dollar we spend and strive to maximize supplier competition in all contracting opportunities.
11. Maintain a supportive and respectful work environment that brings out the best in all of us.
12. Deliver the highest level of customer service to our fellow employees, residents and suppliers.
13. Enhance proficiency by acquiring and maintaining current technical knowledge and pursuing related educational opportunities and professional growth that will create added value for the City.