



EMPLOYEE CONDUCT & ETHICS POLICY



BUSINESS SERVICES DEPARTMENT SHARED SERVICES - PROCUREMENT

Each and every employee, officer and agent of the BSD Shared Services – Procurement team shall agree to, and be bound by, the City **ETHICS AND CONFLICT OF INTEREST** as set forth in Administrative Directive 2.02-14, the City **RULES OF CONDUCT** as set forth in Administrative Directive 2.02-5, **INFORMATION SECURITY POLICY** as set forth in Administrative Directive 1.08-3, and the City **USE OF CITY ELECTRONIC COMMUNICATION SYSTEMS** as set forth in Administrative Directive 1.08-4.

In addition, the following rules of professional conduct shall govern the behavior of Shared Services Procurement agents, employees and officers in the fulfillment of their duties.

Every employee, officer or agent of the BSD Shared Services – Procurement team shall:

- Act impartially and with the highest degree of integrity to foster public confidence in City government, and make every effort to ensure open and fair competition for available City business in accordance with the Tucson City Code and the Tucson Procurement Code.
- Promise not to accept, directly or indirectly, any tangible or intangible benefit, the value of which is five dollars (\$5.00) or more, 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 those items exceeding said value that have an imprinted company logo and that could be perceived, by virtue of their use in the department, an endorsement of, or preference for, a particular product or service.
- Declare a conflict when an organization is to be selected for contract award that employs him or her, is about to employ him or her, or his or her family member or partner. The officer, employee or agent shall not solicit or accept gratuities, favors or anything exceeding five dollars (\$5.00) in value from contractors, potential contractors, or parties to subagreements and subcontracts.
- Disclose real or apparent potential conflict of interest to his or her supervisor upon learning that the City is conducting or intends to conduct business with a vendor with which he or she, or a member of his or her family have a financial interest, and refrain from all activity with respect to this vendor.
- Conduct himself or herself in a courteous and professional manner with the Department's internal customers, vendors and citizenry with whom he or she comes into contact, striving always to act objectively and without discrimination or bias of any form.
- Utilize confidential or sensitive information acquired in the course of his or her duties appropriately, and not utilize confidential or sensitive information for personal gain or for the benefit of family or friends, and act only within the official level of his or her authority.
- Keep his or her supervisor and other department management informed as necessary, immediately upon learning of a potential or existing problem in which the Department has an interest. He or she will strive to ascertain all relevant facts in a timely manner as well as analyze all possible solutions, and present what he or she believes to be the one best solution to his or her supervisor.
- Handle government documents and records appropriate and not willfully or unlawfully conceal, remove, mutilate, falsify or destroy any government document or record, nor will he or she make any false or fictitious statements in connection with any official matter, document or record.

Violation of any provision of this Policy shall be cause for disciplinary action. Disciplinary action may range from an oral reprimand to dismissal from City service, depending upon the degree of violation. Furthermore, the City reserves all rights to pursue appropriate legal action to the fullest extent permitted by law.


Jeffrey A. Yates
Director of Business Services Department



Accountability – Ethics - Impartiality - Professionalism - Service – Transparency

