

EMPLOYEE CONDUCT & ETHICS POLICY

CITY OF PLANTATION PROCUREMENT DEPARTMENT

Each and every employee, officer and agent of the Department of Procurement shall agree to, and be bound by, the City Code of Ethics, Conduct, and Polices set forth in the City of Plantation Employee Handbook.

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

Every employee, officer or agent of the City of Plantation Department of Procurement shall:

- ❖ Act impartially and with the highest degree of integrity to foster public confidence in City government, and will make every effort to ensure open and fair competition for available City business in accordance with the State of Florida Statutes (if applicable), and City of Plantation City Code.
- ❖ Promise not to accept, directly or indirectly, any tangible or intangible 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 items that have an imprinted City logo and that can be perceived, by virtue of their use in the Department, an endorsement of, or preference for, a particular product or service.
- ❖ Declare conflict when an organization is to be selected for agreement/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 from contractors, potential contractors or parties to subagreements and subcontracts.
- ❖ Upon learning that the City is conduction 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, immediately disclose this real or apparent potential conflict o interest to his or her supervisor 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.
- ❖ Will not utilize confidential or sensitive information acquired in the course of his or her duties for personal gain or for the benefit of family or friends, and will act only within the official level of his or her authority.
- ❖ Keep his of 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 best solution to his or her supervisor.
- ❖ Not willfully or unlawfully conceal, remove, mutilate, falsely or destroy any government document or record, nor will he or she make any false or fictitious statements in connections 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.