

Procurement Services Ethics Policy

Purpose

The City of Tarpon Springs Procurement Services expects all employees involved with or handling procurement actions, to conduct the city's business with professional principles, integrity and to comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. All employees shall adhere to the following:

Policy

Gifts, Favors, Entertainment and Payments Received by City Employees

Employees shall not seek/solicit or accept for themselves or others any gifts, favors, entertainment or payments without a legitimate business purpose from any person or business organization that does or seeks to do business with the City of Tarpon Springs.

Employees may accept for themselves common courtesies-and items generally associated with customary business practices. These include but are not limited to:

- Gifts of small value (\$50.00 or less) from vendors such as calendars, pens, pads, etc.
- Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.

A strict standard is expected with respect to gifts, services, discounts, entertainment, or considerations of any kind from suppliers.

- Day outings such as golf, fishing and hunting are not acceptable and participation by the employees' family members is not acceptable.
- Use of vendor's facilities (vacation homes, etc.) by employees or their families for personal use is prohibited.
- It is never permissible to accept a gift in cash or cash equivalent such as gift cards or stocks or other forms of marketable securities of any amount.

Management employees should only accept gifts from those under their supervision pursuant to this policy.

Conflicts of Interest

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the City of Tarpon Springs. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, or any person doing or seeking to do business with the city are to act in the best interest of the City. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest. Such conflicts include:

Ownership by an employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with the city.

Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the company. Exceptions to this can be approved by the City Manager or authorized designee.

Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the city or its interests.

Allowing political consideration or any other outside influence.

Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the company.

Confidential Information

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of the city without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly procurement sensitive information, is strictly prohibited and will subject an employee to discipline including termination.

Compliance

Any violation of this policy will subject the employee to disciplinary action. Any City of Tarpon Springs employee having knowledge of any violation of this policy shall promptly report such violation to the appropriate level of management. Each Department Director of the city is responsible for compliance in their area of responsibility. When questions arise concerning any aspect of this policy, contact the Procurement Services Department Director.