



CITY OF VANCOUVER  
Policies and Procedures

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| Title:<br><b>Procurement Ethics Policy</b>  |   |
| Policy and Procedure Number:<br><b>COV-300-018</b>  | Supersedes (Number and Title):  |
| Scope (Identify "citywide" or the affected department(s) and, optionally, the department's division(s)):<br>Procurement |   |
| Effective Date:<br>9/1/2023   | Approved by (Name, Title and Signature):<br>Natasha Ramras, Chief Financial Officer |

**Purpose:**

- 1) Clarify and establish an ethics policy specific to the Procurement function.

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Public employment is a public trust. Public employees must discharge their duties impartially, so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City's procurement function.

In addition to the City's Ethics Policy, Section 5.01, Procurement Department recognizes the importance of ethical principles that govern the conduct of employees. As members of the National Institute of Governmental Purchasing (NIGP) each procurement employee adheres to their philosophy of protecting the public trust and the following:

1. We treat suppliers, members of the public and fellow employees respectfully, fairly, and honestly at all times. Discussions with suppliers, customers, and other parties will be sensitive to appropriate procurement confidentiality and fairness issues.
2. Perform our duties in compliance with all federal, state, and local laws; and avoid any involvement in illegal, unethical or improper conduct.
3. Conduct our official City duties in conformance with the City's policies and procedures, and in accordance with the highest standards of ethical and legal conduct.
4. As stewards of City funds ensure that funds and resources are used with care, guided by prudent judgment and good business practices.
5. To keep confidential all information acquired by reason of one's position, which may be used for personal or financial gain for the employee or other persons.
6. Identify and eliminate participation of any situations where a conflict of interest may be involved.

The objectives of ethical behavior and conduct are to insure that in its procurement activities, City employees will:

1. Behave with impartiality, fairness, independence, openness, integrity and professionalism in all dealings with suppliers and contractors;
2. Advance the interests of City in all transactions with suppliers and contractors;



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3. Insure that its procurement personnel attain the highest level of credibility with suppliers and contractors.

To insure Open and Effective Competition City employees will:

- Follow and maintain procurement procedures and processes that are transparent to the City, suppliers, contractors, and the public;
- Provide all suppliers and contractors a real opportunity to do business with the City;
- Seek competition to provide best value for the City.

No City employee, officer, or agent shall solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.