

Purchasing Division Code of Ethics Policy

It is our policy to maintain and practice the highest possible standards of business ethics, professional courtesy, and competence in all our dealings.

It is the responsibility of all buyers to develop and maintain good relations between the City and its vendors.

In personal contacts with the suppliers, each employee represents the City and should reflect and present the interests and needs of all departments, setting aside, if need be, a more parochial point of view.

All applicable laws must always be scrupulously observed.

- *Avoid the intent and appearance of compromising practice in relationships, actions, and communications.*
- *Diligently follow the lawful instructions of the City, using reasonable care and only authority granted.*
- *Refrain from any private business or professional activity that would create a conflict between personal interests and interests of the City of Wichita.*
- *Care should be taken to evaluate the intent and perception of acceptance of any gift, to ensure that it is legal, that it will not influence your buying decisions, and that it will not be perceived by your peers and others as unethical.*
- *Handle information on a confidential or proprietary nature to employers and/or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.*
- *Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.*
- *Refrain from reciprocal agreements that restrain competition.*
- *Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.*
- *Encourage that all segments of society have the opportunity to participate by demonstrating support for small, disadvantaged, and minority-owned businesses.*
- *Discourage purchasing's involvement in employer-sponsored programs of personal purchases that are not business related.*
- *Enhance the proficiency and stature of the purchasing profession by acquiring and maintaining current technical knowledge and the highest standards of ethical behavior.*
- *Accord prompt and courteous reception, as well as fair and equal treatment to all suppliers and their representatives.*
- *Provide equal opportunity for all suppliers to make price and specification quotations.*
- *Protect the confidentiality of all specifications and price quotations.*
- *Avoid putting sellers to unnecessary expense or inconvenience on returned goods.*
- *Explain as clearly and fully as possible to suppliers the reason for rejection of their bids/proposals.*
- *Remain scrupulously free from obligations to any supplier.*
- *Keep informed about sources of supply, methods, services, and materials, and encourage their testing.*
- *If, for any reason, one supplier is permitted to requote, competitors will be given the same opportunity.*