

CITY OF CLOVIS PROCUREMENT ETHICS POLICY

The following provisions shall apply to all City of Clovis employees and officers directly or indirectly involved in the procurement of goods and services.

1. Strive to maximize the value of every expenditure of public funds.
2. Ensure that all procurements are conducted with integrity under the principles of open and fair competition.
3. Conduct all City business with professional courtesy, impartiality and objectivity in order to foster respect and confidence of the public.
4. Gratuities of any type shall not be accepted, pursuant to the City's *Purchasing Procedures*, prohibiting the solicitation and receipt of gifts.
5. All procurement job functions, transactions and interactions shall be performed in accordance with the City of Clovis' Purchasing Ordinance, the City of Clovis' Purchasing Manual, and all applicable state and federal regulations.
6. All actual or potential conflicts of interest related to the procurement process shall be reported immediately to the Purchasing Agent or the General Services Director.
7. Maintain vendor information confidentiality as required by applicable policies and regulations.
8. Positive business relationships shall be fostered and maintained through professional, fair, and equal treatment of all vendors.