Code of Ethics

Department of General Services - Procurement Division

This Code of Ethics establishes a foundation for attitude and behavior of all those involved in the State's acquisition process which includes purchasing and materials management. Each individual should strive to honor the Code in all aspects of activity relating to his or her professional responsibilities.

1. Rigorously uphold the public trust with honesty and accountability, keeping public and agency interest paramount. Be scrupulous in your use of public money, property and services, and do not condone misuse by others.
2. Seek to obtain maximum value for each dollar expended and use sound business judgment, always making decisions that are in the best interest of the State.
3. Perform your duties impartially, with utmost dignity and integrity, uninfluenced by prejudice, fear or favor. Be fair and even-handed in your interactions with coworkers, customers and suppliers.
4. Promote positive supplier relationships through courtesy, impartiality and fair practices in all phases of the acquisition cycle.
5. Avoid unethical acts or omissions and even the appearance of impropriety in relationships, actions and communications with others. Do not accept, directly or indirectly, gifts, hospitality or gratuities that would influence or could be perceived as influencing your acquisition decisions.
   Reference: DGS Incompatible Activities Statement.
6. Identify and eliminate situations where real or apparent conflict of interest may be involved, including soliciting or accepting any benefit, advantage or promise of future advantage, whether for yourself, an immediate family member or any business concern or trust with which you are associated.
   Reference: DGS Incompatible Activities Statement.
7. Protect confidential information and proprietary data from unauthorized or improper disclosure to those who do not have a need to know, and never use it for personal gain.
8. Take prompt action to report known or suspected unethical behavior. Cooperate fully with any reviews, audits or investigations into acquisition policies and practices.
9. Seek to maintain and continuously improve your professional knowledge, skills and abilities.
10. Know the laws, regulations, policies and procedures governing purchasing and materials management and approval requirements, and remain alert to the legal ramifications of all your decisions.
11. Be frank and honest in your interactions with coworkers, be receptive to their advice, promote a spirit of teamwork and unity, and actively participate in improving the acquisition process.