

Procurement Code of Ethics

City of Burbank, Purchasing Division

The Staff of the Purchasing Division, as public employees and purchasing professionals, owe the City our best unbiased judgment every time we expend its money and/or act on the City's behalf. We guide our activity through the application and adherence to the following commonly shared values and ethical standards for dealing with vendors and City departments:

1. Avoid unfair practices by granting all competitive suppliers equal consideration insofar as State, Federal and City regulations require.
2. Conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process.
3. Avoid any perception of impropriety by prohibiting the acceptance, either directly or indirectly, of any rebate, gift, money or thing of value whatsoever, by any City employee involved with the procurement of goods, services or professional services, from any vendor that currently conducts or seeks to conduct business with the City. Advertising or promotional items with a cumulative value of \$50.00 or less are exempted from this prohibition. (Ref: BMC Section 2-2-109/<https://www.codepublishing.com/CA/Burbank/>)
4. Promote positive vendor/contractor relationships by according vendor representatives courteous, fair and ethical treatment.
5. Avoid involvement in any transactions/activities that could be considered to be a conflict between personal interest and the interests of the City.
6. Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
7. Enhance proficiency by acquiring and maintaining current technical knowledge and pursuing related educational opportunities and professional growth.
8. Honor our obligations and require that obligations to our public agency be honored.
9. Strive to maintain an unimpeachable standard of integrity in all business relationships both inside and outside the City.
10. Never use confidential information as means of obtaining financial enrichment or personal betterment for oneself or for any other person.
11. Strive to obtain the maximum value for the City for each dollar of expenditure.
12. Educate City representatives on these ethical principles.