

## **Procurement Code of Ethics**

The public is asked to take note that all Procurement employees certify to the following:

1. To conduct one's self in a manner that will be compatible with the best interest of Citizens of the City of Coral Springs.
2. To be impartial and fair in all actions performed in the line of duty.
3. To never use public office for personal gain.
4. To keep the public interest as the principal concern, in all actions and decisions.
5. To make decisions in accordance with City policies and procedures, and through proper channels of government structure.
6. To protect and enhance the reputation of the City of Coral Springs and its employees.
7. To treat all citizens equally with courtesy and impartiality, and refrain from granting any special advantage to any citizen beyond what is available to all citizens.
8. To give efficient, productive, and economic service to the City and its Citizens.
9. To avoid real or potential conflicts between private and public duties.
10. To keep confidential all information acquired by reason of one's position, which may be used for personal or financial gain for one's self or other persons.
11. To refrain from securing special privileges or exemptions for one's self, one's relatives, or other persons that are not available to all citizens.
12. To refuse accepting, soliciting, exchanging or otherwise obtaining anything of value from any other public official, employee or citizen, which is intended to influence the performance of official duties.
13. To use City vehicles, equipment, supplies, and/or property only for City work, and not for personal benefit or profit, except when it is available to the public generally or provided by administrative regulations.
14. To cooperate fully with other employees unless prohibited by law or confidentiality.
15. To further adhere to the Code of Ethics of the Florida Association of Public Purchasing Officers, the National Institute for Governmental Purchasing, and the Universal Public Purchasing Certification Council.