

PROCUREMENT ETHICS

Adopted October 2015

Every employee, officer or agent of the City of Hurst Department of Purchasing shall act impartially and with the highest degree of integrity to foster public confidence in City government, and make every effort to ensure open and fair competition for available City business. Anyone engaged in procurement for the City of Hurst shall comply with the following ethical standards:

Personal Gain

It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Hurst by any conduct inconsistent with the proper discharge of the employee's duties.

Influence of a Public Employee

It shall be a breach of ethics to attempt to influence any public employee of the City of Hurst the standards of ethical conduct set forth by the City.

Gratuities

It shall be a breach of ethics for any employee of the City of Hurst to solicit or accept gratuity or offer of employment in connection with a City purchase.

Kickbacks

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a vendor/subcontractor under a contract to the prime vendor/contractor or higher tier subcontractor for any contract for the City of Hurst, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause

The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation therefor.

Confidential Information

It shall be a breach of ethics for any employee or former employee of the City of Hurst to knowingly use confidential information for actual or anticipated gain of any person.

Purchase of Materials, Equipment and Supplies for Personal Use

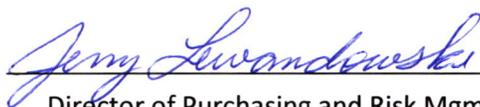
Unless specifically approved in writing by the City Manager, no employee may purchase City property for his/her own personal use unless it is bought through the public City Auction. This includes both new and used equipment, materials and supplies.

Private Purchases through City Facilities

No employee may use the purchasing power of the City of Hurst to make private purchases unless said power is granted to all City employees in relation to an active City contract. In addition, employees should not have private purchases sent to the City C.O.D.

Government Documents

Handle government documents and records appropriately and not willfully or unlawfully conceal, remove, mutilate, falsify or destroy any government document or record, nor make any false or fictitious statements in connection with any official matter, document or record.



Director of Purchasing and Risk Mgmt



Assistant City Manager

The City of Hurst's Code of Ideals provides the framework for all interactions and operations with the City. All departmental policies work in conjunction with the Employee Policies and Procedures with the Code of Ideals as the cornerstone.