



## **Procurement Ethics and Standards of Conduct**

### **Procurement Responsibilities and Practices**

Purchasing Services strives to uphold the highest ethical standards for County purchasing activities. In coordination with departmental Codes of Conduct, any person employed by the County who engages in procurement and/or contract responsibilities is bound by the following ethical guidelines and standards of conduct:

#### **A. Procurement Responsibilities**

1. Commit to discharging their procurement responsibilities in accordance with federal, state and local laws and professional procurement principles as described herein.
2. Deal fairly and factually with dispute resolution while keeping the County organization informed.
3. Handle all procurement matters on a fair, objective and non-discriminatory basis.
4. Neither seek nor dispense personal favors.
5. Withhold participation in the selection, award, or administration of contracts if there is a real or apparent conflict of interest. A conflict of interest would arise when the employee or any member of his or her immediate family, including his or her partner, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. This includes employment or potential employment of any of the parties indicated herein by a firm considered for a contract.

#### **B. Procurement Practices**

1. Understand the authority granted by the County.
2. Avoid activities that would compromise or give the perception of compromising the best interest of the County.
3. Actively promote competition to reduce the potential for charges of preferential treatment.
4. Obtain the maximum benefit for funds spent as agents for the County.
5. Avoid any private or professional activity that would create a conflict between one's personal interest and the interests of the County.
6. Avoid holding business meetings with suppliers outside the office. When such meetings do occur, one should be careful to assure that other persons in the business community or peers do not perceive it as inappropriate.

7. Read and comply with the California Government Code Section 1090, which prohibits an officer or employee of a public agency from participating in the making of a contract in which he/she has a financial interest.
8. Read and comply with the [San Luis Obispo County Policy on County Staff receiving Gifts and Gratuities](#).
9. Read and comply with the [San Luis Obispo County Organizational Conflict of Interest Policy](#) for design-build projects.
10. Comply with ethics training in accordance with California Assembly Bill 1234, if one's position has been identified by the County as being subject to the state-mandated training requirement. disciplinary actions pursuant to [County Civil Commission Rule 14](#), including oral or written reprimand, suspension
11. Comply with Form 700 requirements if one's position is designated in the San Luis Obispo County Conflict of Interest Code.

**C. Violation of Procurement Responsibilities and Practices**

Any violation of these responsibilities and practices can result in salary reduction, demotion, or dismissal from County employment.

**D. Mandatory Reporting**

1. Immediately consult your supervisor if you have questions and/or become aware of situations which do not meet these standards.
2. For procurements under Federal awards, it is mandatory to disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award pursuant to 2 C.F.R. 200.113 Mandatory Disclosures.

**Revision History**

| VERSION | DATE               | SECTION | DETAILS  |
|---------|--------------------|---------|--|
| 1.0     | July 1, 2018       | All     | New Policy. Sections A and B were from Purchasing Handbook and expanded. Sections C and D were added to comply with Federal procurement standards. |
|         | September 12, 2019 |         | Add path/file, move to Ethics Policies folder, update links  |
|         | April 13, 2023     |         | Update Director name, update file path.  |
|         | March 27, 2026     |         | Update of department name.   |