



**FINANCE DEPARTMENT**  
**PROCUREMENT DIVISION**  
**Policies and Procedures**

CATEGORY: <b>ETHICS</b>	DATE ISSUED: <b>MAY 4, 2018</b>	SUPERCEDES: <b>N/A</b>	POLICY NO. <b>FIN – PRO – POL1</b>
TITLE: <b>PROCUREMENT CODE OF ETHICS</b>			PAGE 1 OF 1

**I. Purpose**

The purpose of this policy is to outline the Procurement Code of Ethics for the City of Santa Monica. The City of Santa Monica Procurement Code of Ethics is based on the [City of Santa Monica Code of Ethics](#) adopted by City Council on November 24, 2015, and the [Principles and Practices of Public Procurement](#), published by the National Institute of Governmental Purchasing (NIGP).

**II. Scope**

Procurement Division staff are public procurement professionals and are stewards of the public trust. They will conduct themselves in a moral, ethical manner that promotes honesty, trust, and integrity. Additionally, they will promote a positive supplier and customer relationship while protecting confidential and proprietary information.

**III. Definitions**

- A. **Ethical Procurement** is a commitment to the principles of the City of Santa Monica’s Procurement Code of Ethics. To behave honorably in all aspects of work, maintain trust, transparency, and confidence in the integrity of the acquisition process, and avoid conflicts of interest.
- B. **Public Procurement Professionals** could include staff within the following job classifications: Procurement Manager, Buyer, Sr Buyer, Sr Procurement Analyst, Contracts Coordinator, and Staff Assistant III. As well as any City staff involved in the acquisition of public goods and services through direct invoices, purchase orders, and/or contracts.

**IV. Policy**

- A. Strive to obtain the maximum for each public dollar expenditure.
- B. Decline personal gifts or gratuities.
- C. Provide all competitive suppliers equal consideration insofar as state or federal statute and City policy permit.
- D. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- E. Require honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- F. Request and obtain consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- G. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier.
- H. Communicate with all who offer to provide legitimate business to the City of Santa Monica.
- I. Collaborate with trade, industrial, and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- J. Foster fair, ethical, and legal trade practices.

**V. Supporting Documents**

- A. [City of Santa Monica Code of Ethics](#)

Approved:

Araceli Esparza  
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 Procurement Manager

May 4, 2018  
 Date

NEXT REVIEW DATE: **January 1, 2023**