



Purchasing and Fleet Services

Meghan Hahn, Director

Central Mail ★ Fleet Services ★ Purchasing ★ Supply Services

RIVERSIDE COUNTY PURCHASING DEPARTMENT CODE OF ETHICS POLICY

The Purchasing Office has established the following ethical standards of conduct governing the performance of all persons exercising delegated purchasing authority by the Purchasing Agent in transacting Riverside County business and preventing potential conflicts of interest.

- To regard public service as a sacred trust, giving primary consideration to the interest of the public agency that employs us.
- To purchase without prejudice, seeking to obtain the maximum value for each dollar spent.
- To avoid unfair practices, giving all qualified vendors equal opportunity and consideration in an atmosphere of good faith, devoid of intentional misrepresentation.
- To honor our obligations and require that obligations to our public agency be honored.
- To accord vendor representative courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs.
- To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- To refuse to accept any form of commercial bribery and zealously to guard against any appearance of a conflict of interest.
- To be receptive to counsel from our co-workers and to cooperate with them to promote a spirit of teamwork and unity.
- To conduct ourselves with fairness and dignity and to demand honesty and truth in the purchasing process.
- To strive for greater knowledge of purchasing methods and the materials we purchase.
- To cooperate with all organizations and individuals engaged in activities designed to enhance the development of the profession, remembering that our actions reflect on the entire purchasing profession.