

THE CITY OF CORONA

PURCHASING DIVISION CODE OF ETHICS



Ethics is the basis on which most of the procurement related principles, such as fairness, integrity, and transparency, are based.

Professional standards of ethical conduct, honorable professional activity, maintain trust and confidence, practice good faith efforts, uphold the City's standards and policies and all relevant legislation and avoid conflicts of interest.

CODES

Stewardship : Execute and manage the procurement functions and requirements for the City of Corona.

Loyalty : To exercise in all loyalty, discretion and conscience the functions entrusted to me as a civil servant of the City of Corona, to discharge these functions and regulate my conduct with the interests of the City of Corona only in view.

Integrity : Maintain superior standards of integrity and moral values. Embrace all aspects of behavior of a civil servant, including such qualities as honesty, truthfulness, impartiality, and incorruptibility.

Impartiality & Fairness : Maintain objectivity, lack of bias, tolerance, restraint, just, unbiased, and equitable; in accordance with the codes, rules and regulations.

Transparency : Unimpeded visibility, Purchasing Specialist and assistants must always conduct themselves in such a way that any scrutiny would not damage the City of Corona or its leaders, departments, City Council, Mayor or staff.

Confidentiality : Ensure the way the overall procurement process is conducted is clear and transparent, while truly proprietary data needs to remain confidential.

Impropriety : Be constantly aware of how my actions appear to outside observers. Act in such a way that observers could not misconstrue my actions as improper.

Due Diligence : Carry out duties carefully and thoroughly and avoid careless practices or techniques. All activities by Procurement Specialist must be pursued in a manner that goes beyond the minimum effort.