

# **Purchasing Code of Conduct**

## **RESPONSIBILITY TO COUNTY**

We will avoid any activities that would compromise or give the perception of compromising the best interests of the County of El Paso. Employees will not use confidential proprietary information for actual or anticipated personal gain.

Public service is a public trust, requiring employees to place loyalty of the State Constitution and its laws, and ethical principles above private gain

We shall put forth honest effort in the performance of their duties.

We shall protect and conserve County property and shall not use it for other than authorized activities.

We will avoid any activity that would create a conflict between personal interests and the interests of the County. Conflicts exist in any relationship where an employee is not acting in the County's best interest and may be acting in their own best interests or the interests of someone associated with them.

We shall not use public office for private gain.

We will avoid any appearance of unethical or compromising practices in all relationships, actions, and communications.

We shall act impartially and not give preferential treatment to any private organization or individual.

We shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

## **RESPONSIBILITY TO OURSELVES ...**

We will treat each other the way we each want to be treated.

We will demonstrate respect for all of our fellow employees' positions, the work each of us does, and our respective thoughts and opinions.

We will not be discourteous toward one another, regardless of, or notwithstanding, the friendships and interpersonal or professional relationships between us.

We will not be demeaning in our communications (i.e. "talk down") with one another regardless of title or position held in the Purchasing Department.

We will not communicate with sarcasm.

We will not intentionally provoke one another.

We will be honest in our communications with each other

We will be constructive in both giving and receiving criticism.

We will never raise our voices to each other

We will be positive in our communications by avoiding threatening gestures, profanity, and offensive body language.

We will not gossip to anyone nor will we listen to gossip.

We will not be demeaning to another employee or about another employee.

#### AND OUR DEPARTMENT

We will think of ourselves as a team by helping one another accomplish all tasks and functions of this Office (i.e., share office machines and equipment).

We will not let our personal problems and moods negatively affect our fellow employees or their work.

We will use good judgment in solving professional or interpersonal problems by trying to solve the problem directly first, and if unsuccessful, then follow the chain of command.

We will expect that management will be considerate of employees' concerns and needs regarding their workspaces and environment

Supervisors will communicate effectively, timely, and privately with their subordinates with respect to the quality of their work, problems, or reprimands

We will return messages promptly, call in if late, and inform people of our whereabouts

We will help maintain a clean and orderly work environment.

We will display professionalism before the public in our behavior and our appearance

We will refrain from performing our jobs on the basis of favoritism or personalities, but rather on the basis of the priority of the task at hand

We will never let socializing interfere with the effectiveness or scheduling of work.

We will not create unnecessary stress for each other.

We will be considerate of each other's problems and feelings, show compassion if possible, and never add to one another's hardship

We will be inclusive

We will not discriminate against each other on the basis of favoritism or cliques

We will not exert pressure on each other through the use of cliques

We will be encouraging to each other, rather than being critical or undermining each other's efforts, motivation, and attitude toward work.

We will acknowledge each other's accomplishments and contributions and praise each other.

We will judge one another based on our current behavior and work performance rather than rumors, favoritism, office politics, or past conduct