



City of Pembroke Pines, Florida

Procurement Department Ethics Policy

Every employee, officer and agent of the Procurement Department shall agree to, and be bound by, the following rules of employee conduct and ethics in the fulfillment of their duties. To avoid misunderstanding and conflicts of interest, which could arise, the following policy will be adhered to by employees of the City of Pembroke Pines Procurement Department:

- A. No employee shall accept any gifts, including Christmas gifts, favors or service that might reasonably tend to improperly influence them in the discharge of their official duties.
- B. No employee shall use or attempt to use their position to secure special privileges or exemptions for themselves or others, except as may be provided by policy and/or law.
- C. No employee shall accept employment or engage in any business or professional activity which they might reasonably expect would require or induce them to disclose confidential information acquired by them by reason of their official position.
- D. No employee shall disclose confidential information gained by reason of their official position, nor shall they otherwise use such information for their personal gain or benefit.
- E. No employee shall have any financial interests in the profits of any contract, service or other work performed by the City; or shall personally profit directly or indirectly from any contract, purchase, sale or service between the City and any person or company; or personally or as an agent provide any surety, bail or bond required by law or subject to approval by the City Commission. No officer or employee shall accept any free or preferred services, benefits or concessions from any person or company.
- F. If an employee of the City is an officer, director, agent or member of, or owns controlling interest in, any corporation, firm, partnership or other business entity which is subject to the regulations of, or which has substantial business commitments with the City, they shall file a sworn statement regarding such interest with the City Clerk of the City of Pembroke Pines, Broward County, Florida.
- G. No employee shall transact any business in their official capacity with any business entity of which he or she is an officer, director, agent or member or in which he or she owns a controlling interest.
- H. No employee shall have personal investments in any enterprise, which will create a substantial conflict between their private interests and the public interest.
- I. No employee shall solicit, demand or accept a gratuity or an offer of employment in connection with an decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal.
- J. No employee shall accept kickbacks in the form of any payment, gratuity or offer of employment, made by or on behalf of a supplier or contractor, as an inducement for the award of a contract or order.