



City of Palm Beach Gardens  
10500 N Military Trail  
Palm Beach Gardens, Florida 33410

PROCUREMENT MANAGEMENT OFFICE

## **PROCUREMENT CODE OF ETHICS**

The Procurement Management Office of the City of Palm Beach Gardens embraces and subscribes to the professional standards of the Code of Ethics of the National Institute for Governmental Purchasing (NIGP).

These professional standards are:

- *Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.*
- *Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.*
- *Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.*
- *Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.*
- *Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.*
- *Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.*
- *Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.*
- *Resists encroachment on control of personnel in order to preserve integrity as a professional manager.*
- *Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.*
- *Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.*

Please visit [www.pbgfl.gov/procurement](http://www.pbgfl.gov/procurement) for more information on our standards.