

COACHELLA VALLEY WATER DISTRICT

PROCUREMENT CODE OF ETHICS

I. Purpose

The purpose of this document is to outline the Procurement Code of Ethics for Coachella Valley Water District (CVWD / District). The District's Procurement Code of Ethics is based on CVWD's Procurement Policy and Procedures adopted by the Board of Directors on February 23, 2023, and the Values and Guiding Principles of Public Procurement published by the [National Institute of Governmental Purchasing](#) (NIGP).

II. Scope

The Procurement Division staff are public procurement professionals and are stewards of the public trust. They will conduct themselves in a moral, ethical manner that promotes honesty, trust, and integrity. Additionally, they will promote a positive supplier and customer relationship while protecting confidential and proprietary information.

III. Definitions

- A. **Ethical Procurement** is a commitment to the principles of CVWD's Procurement Code of Ethics and Procurement Policy. To behave honorably in all aspects of work, maintain trust, transparency, and confidence in the integrity of the acquisition process, and avoid conflicts of interest.
- B. **Public Procurement Professionals** could include staff within the following job classifications: Purchasing & Contracts Manager, Contract's Administrator, Purchasing Technician, Supervising Management Analyst and any District staff involved in the acquisition of goods and services through direct invoices, purchase orders, and/or contracts.

IV. Guiding Principles

- A. Demonstrate loyalty to CVWD by diligently following all lawful instructions while using professional judgment, reasonable care, and exercising only the authority granted.
- B. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- C. Never solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions.
- D. Strive to obtain the maximum for each dollar expenditure.
- E. Champion social responsibility and sustainability practices in supply management.
- F. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- G. Promote positive supplier relationships through impartiality in all phases of the procurement cycle.
- H. Require honesty in sales representation whether offered through a verbal or written statement, an advertisement, or a sample of the product.
- I. Display 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 public being served.
- J. Collaborate with industry, professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- K. Foster fair, ethical, and legal business practices.
- L. Enhance the proficiency and stature of the procurement profession by adhering to the highest standards of ethical behavior.