

# City of Conroe Purchasing Department Code of Ethics:

## General Ethical Standards

It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Conroe by any conduct inconsistent with the proper discharge of the employee's duties.

It shall be a breach of ethics to attempt to influence any public employee of the City of Conroe to breach the standards of ethical conduct set forth in this code.

It shall be a breach of ethics for any employee of the City of Conroe to participate directly or indirectly in procurement when the employee knows that:

- ❖ the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- ❖ a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; and
- ❖ any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

## Gratuities

It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Conroe, or for any employee or former employee of the City of Conroe to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or 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 program requirement or a contract or subcontract or to any solicitation or proposal therefore pending before this local government.

## Kickbacks

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the city of Conroe, or any person associated therewith, as an inducement for the award of a subcontract or order.

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*This Code of Ethics is taken in part from the  
"Standard Financial Management System for Texas Cities and Counties  
Model Purchasing Manual. "  
And The 2012 Texas Municipal Procurement Laws Made Easy*

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