

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

Code of Conduct

In an effort to fulfill CSC's fiduciary responsibility to the taxpayers of Palm Beach County, all interaction with vendors and contractors must be handled in an ethical manner. CSC staff will protect CSC's best interest in all business transactions and:

- A. Afford equal opportunity to all qualified suppliers in the competition for business.
- B. Promote positive supplier relations through professional courtesy and good faith dealing in all phases of the procurement cycle.
- C. Respect the supplier's proprietary information/property from an ethical standpoint in addition to potential legal ramifications, subject to the requirements of Chapter 119, Florida Statute.
- D. Enhance CSC's purchasing and overall business reputation by acquiring and maintaining current market knowledge, and adopting and applying sound business practices at a professional level.
- E. Avoid any behavior that may be perceived as unethical or compromising in the award of business. Purchasing standards at CSC prohibit the acceptance of gifts, personal discounts, entertainment, favors, personal services, participation in supplier sponsored promotions/contests, or any other activity that could be perceived to compromise the integrity of CSC's purchasing.
- F. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of CSC. However, when certain affiliations cannot be avoided, the employee shall disclose the relationship to his/her supervisor and recuse himself/herself from the decision making process.