



Department of Procurement

“Professional Code of Ethics”

We the members of the procurement community strive to have the highest levels of professionalism. We commit to adhering to the following principles and using them in our daily business.

1. INTEGRITY FIRST

Say what we mean, to deliver what we promised, to fulfill our commitments, and to stand for what is right.

- **Honesty:** to be truthful in all endeavors; to be honest and forthright with one another and with our customers and suppliers.
- **Openness:** to build confidence through teamwork and open, candid communication.
- **Responsibility/ Accountability:** to take responsibility for our actions, and to speak up – without fear of retribution – and report concerns in the workplace, including violations of law, ordinance, and policies and seek clarification and guidance whenever there is doubt.
 - **Employees shall act impartially and not give preferential treatment to any private organization or individual.**
 - **Avoid perceived and actual conflicts of interest between work and personal affairs.**
 - **Never act unethically – even if someone else instructs you to do so.**
 - **Never ask someone to act unethically.**
 - **Seek assistance if you face an ethical dilemma.**
 - **Cooperate with any investigation or a possible ethics violation.**

2. SERVICE BEFORE SELF

- **Rule Following:** to follow all laws, ordinance and policies at all times.
- **Respect for Others:** to treat one another with dignity and fairness, appreciating the diversity of our workforce and the uniqueness of each employee.

3. EXCELLENCE IN ALL WE DO

To strive to attain the highest professional standard of job performance, to exercise diligence in carrying out all of one’s assigned duties, and to serve the Department of Procurement and City of Atlanta to the best of one’s ability.

