




MEMORANDUM

TO: Martha Perez-Garviso, Director of Procurement

FROM: Donald P. Decker, City Manager 

DATE: December 23, 2024

RE: Procurement Department Ethics Policy

The following policies must be adhered to by City Employees and Designated Staff in the Procurement Department:

- Department staff shall agree to and be bound by the Administrative Policies for City Employees, Administrative Policies for Service Providers and Employment & Benefits Policies as applicable.
- City Employees and Designated Staff shall abide by the code of ethics adopted by their respective professional association. **(Administrative Policy 4.27)**
- City Employees and Designated Staff shall honor, respect and preserve the Council Manager form of government and uphold the Charter and the Ordinances of the City. **(Administrative Policy 4.27)**
- No City Employee or Designated Staff shall disclose confidential information acquired through their official position, nor shall they use such information for personal gain or benefit. **(Administrative Policy 2.8)**
- City Employees and Designated Staff shall not enter into agreements or contracts on behalf the City without the authorization of the City Manager. **(Section 32.05 City Code and Administrative Policy 4.23)**
- City Employees and Designated Staff shall notify the City Manager of any business relationships, including but not limited to proposers and bidders. **(Administrative Policy 5.10)**
- City Employees and Designated Staff shall not accept gives, whether monetary or non-monetary, as consideration for the performance of their duties or that are intended to influence them in the performance of their duties. **(Administrative Policy 4.11)**
- City Employees and Designated Staff shall not have financial interests in the profits of any contract, service or other work performed by the City, nor shall personally profit directly or indirectly from any contract, purchase, sale or service associated with the City of Weston.