

Ontario International Airport Authority
Purchasing Policies and Procedures Manual

PROCUREMENT CODE OF ETHICS

Policy Statement

The OIAA desires to maintain a reputation that embodies the very highest standards of ethical conduct and advocates a code of conduct that prohibits breach of the public trust by any attempt to realize personal gain by a public employee through conduct inconsistent with the proper discharge of the employee's duties.

Employees are expected to demonstrate loyalty to the Airport by diligently following the lawful instructions, using reasonable care, and only authority granted. Airport employees shall know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.

It is the responsibility of all Airport employees to endeavor to maintain the good name of the Airport, to develop and maintain good relations between the Airport and its suppliers, and to keep in mind that personal contacts form much of the basis for public opinion. Airport employees must place the interests of the Airport first in all transactions and expose questionable practices wherever discovered.

Supplier Relations

Negotiations with suppliers should be based on sound business judgment. The Airport expects its employees to be fair and neither perform nor accept favors. It is prohibited for Airport employees to accept personal advantages. Entertainment, gifts, free services, discounts on personal purchases, whether for the Airport employee or anyone else in his/her family or household is forbidden. Favors must be declined and gifts must be returned pleasantly, diplomatically, and firmly. Relations with suppliers should be friendly, objective, and strictly business.

Conflicts of Interest

The Airport expects its employees will not permit any conflict of interest between their personal affairs and Airport business. One may not have a financial interest, position, or relationship with any person, firm, or corporation that does business with the Airport that would influence, or could be regarded as influencing, their actions for the Airport. Family/relative financial interests can become a conflict for the employee. Any situation which is unclear should be reviewed with management.