



POLICY NO. PUR-61	DATE 11/09	OFFICE OF PRIMARY RESPONSIBILITY (OPR) Finance: Purchasing
Title: ETHICAL PURCHASING PRACTICES		

1) POLICY

LVCVA purchasing and contractual activities will be conducted in a manner that is independent, impartial, free of conflict of interest, fosters public confidence in the integrity of the LVCVA procurement organization, is fair for the public good and not for personal gain.

2) RESPONSIBILITIES

Per NRS 281A.160 a "Public Officer" is a position which involves the exercise of a public power, trust or duty, which includes the expenditure of public funds. All LVCVA Public Officers and employees who initiate, direct, approve, or otherwise take part in the expenditure of LVCVA funds ("public money") shall adhere to prevailing ethical standards.

3) GUIDELINES

- A)** Public Officers and employees shall apply ethical standards by considering whether or not there exists either a "real" or "perceived" personal conflict of interest, as would be viewed by a neutral third party.
- B)** Public Officers and employees shall not participate directly or indirectly in any proceeding, application, request for ruling or other determination, claim, controversy, or other particular matter pertaining to any contract or subcontract, and any solicitation or proposal in which, to the employee's knowledge:
 - i) the employee or any member of the employee's immediate family has a financial interest;
 - ii) a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest; or
 - iii) any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is a party.
- C)** Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a procurement request, influencing the content of any specification for procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity.
- D)** Public Officers and employees shall not solicit, demand or accept a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a 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 contract or subcontract and any solicitation or proposal.

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- E) Public Officers and employees shall not accept kickbacks in the form of any payment, gratuity or offer of employment, made by or on behalf of a supplier or contractor, as an inducement for the award of a contract or order.
- F) Current or former Public Officers and employees shall not knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of another person.
- G) Upon discovery of a possible conflict of interest, the Public Officer or employee shall promptly file a written statement of disqualification and shall withdraw from further participation in the transaction involved.
- H) Any Public Officer or employee who may, has, or obtains any benefit from any Authority contract with a business in which the employee has a financial interest shall promptly disclose and report such benefit.
- I) Any Public Officer or employee who knows or should have know of such benefit, and fails to report such benefit, is in breach of ethical standards.
- J) Reference the guidelines for this policy, established, maintained and amended from time to time, in the following documents:
 - i) N.R.S. 281A.160 – Public Officer
 - ii) N.R.S. 281A.400 – Ethics in Government
 - iii) LVCVA Board Policy 8.01
 - iv) Institute for Supply Management, Principles & Standards of Ethical Supply Management Conduct

AUTHENTICATION: Reviewed by the Senior Vice President of Finance	12/14
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