



## POLICY MEMORANDUM

**DATE:** March 21, 2019  
**TO:** Procurement Staff  
**FROM:** John O. Adler  
Vice President, Procurement  
**SUBJECT:** Policy Number 08 – Procurement Ethics Policy

### I. Purpose

Dallas Area Rapid Transit's (DART) Procurement Department conforms to the National Institute of Government Purchasing (NIGP) standards and code of ethics in the performance of its fiduciary responsibilities to the Agency.

### II. Policy

DART Procurement believes, and it is a condition of employment, that the following ethical principles should govern the conduct of every Procurement staff member:

- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Agency and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the Agency informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

- Resists encroachment on control of personnel to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment based on politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of DART.



John O. Adler  
Vice President, Procurement  
Chief Procurement Officer (CPO)