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PC1-1201 EMPLOYEE ETHICS

- A. Pinal County employment is a public trust. It is the policy of Pinal County for employees to maintain high standards of honesty, integrity, impartiality, courtesy and conduct. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering County service.
- B. Pinal County employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors and to avoid the appearance of impropriety. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of Pinal County's procurement operation.
- C. To achieve the purpose of this Article, it is essential that those doing business with Pinal County also observe the ethical standards prescribed herein.

PC1-1202 INFLUENCE


- A. Any attempt to realize personal gain through Pinal County employment by conduct inconsistent with the proper discharge of the employee's duty is a breach of public trust.
- B. Any effort to influence any Pinal County employee or agent to breach the standards of ethical conduct, maybe grounds for disbarment or suspension under PC1-902.

PC1-1203 CONFLICT OF INTEREST

It shall be a breach of ethical standards for any employee or agent acting on behalf of Pinal County to directly or indirectly participate in or benefit from a procurement when the employee, agent or his immediate family has a financial interest in the business or organization, or has a potential for financial gain as a direct result of their actions, unless an exception has been previously granted by the Director. The Director shall review requests for exceptions on a case by case basis and issue a written determination to support the decision.

PC1-1204 ETHICAL STANDARDS

- A. No person shall offer, give or agree to give, any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing content of any specification or procurement standard, rendering of advice, investigation, auditing or in any advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement of a contract or subcontract, or to any solicitation or proposal thereof.
- B. It shall be a breach of ethical standards relating to conflict of interest for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

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PC-1205 CONTINGENT FEES

Contingency fee procurements may only be executed with approval of the Director. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a Pinal County contract upon an agreement or understanding for a commission, percentages, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

PC-1206 EMPLOYMENT OF PRESENT AND FORMER EMPLOYEES

In order to maintain the integrity of the procurement process, it is a breach of ethical standards for any employee or former employee to be employed by a Contracted company or a company under consideration of a contract with Pinal County for a period of 6 months after leaving County employment.

PC1-1207 CONFIDENTIAL INFORMATION

It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

PC1-1208 USE OF NAME OR PHYSICAL LIKENESS

No County employee or elected official shall imprint their name or physical likeness on any goods procured under this Code excluding consumable products, such as business cards or letterhead.