



**LANCASTER COUNTY
PURCHASING
ETHICS POLICY**

I. Purpose

The County of Lancaster is committed to upholding the highest level of integrity and ethical conduct. It is required that all Lancaster County employees who participate in the purchasing process follow procedures and policy to eliminate conflict of interest, personal purchases, gratuities, and relationships with vendors.

Lancaster County requires those who do business with the county to follow strict ethical guidelines in accordance with Section 8-13-705 of the Code of Laws of South Carolina which states:

OFFERING, GIVING, SOLICITING, OR RECEIVING ANYTHING OF VALUE TO INFLUENCE ACTION OF PUBLIC EMPLOYEE, MEMBER OR OFFICIAL, OR TO INFLUENCE TESTIMONY OF WITNESS; EXCEPTIONS; PENALTY FOR VIOLATION; SHALL BE SUBJECT TO THE PUNISHMENT PROVIDED BY SECTION 16-9-210 AND SECTION 16-9-220.

II. Detailed Policy Statement

A. Conflict Of Interest

Lancaster County employees must not make any attempt to influence any purchase if the employee has a financial stake in the outcome of the purchasing decision.

B. Gratuities

Lancaster County employees must not accept gifts, entertainment, favors or services from present or potential suppliers to the County that could influence, or appear to influence purchasing decisions. Employees may accept trivial courtesy items valued below fifty dollars, but may not solicit them.

C. Employee-Vendor Relationship

Purchases or lease of goods or services must not be made from any employee or near relative (spouse, child, parent, brother, sister, grandparent, grandchild, in-laws and step-relatives) who has an employee-vendor relationship unless there has been a specific determination by the Purchasing Director that the goods or services are not available from other sources or the contract was won through a competitive sealed bid.

D. Personal Purchases

Lancaster County employees must not use county credit, purchasing power, or facilities to make purchases of goods or services for themselves or for non-county activities.

E. Unauthorized Purchases

Lancaster County employees must not make a purchase for which (1) the employee has not been delegated the authority to make a purchase against the specified fund; (2) the employee has not been delegated the authority to make a purchase of a particular item; (3) the item to be purchased cannot be

purchased against the specified fund; (4) there are insufficient funds to cover the expenditure; or (5) the proper purchasing procedures have not been followed.

F. Vendor Relationships

Lancaster County employees must: Promote fair and open competition, refrain from use of restrictive specifications, and remain aware to the legal ramifications of purchasing decisions.

G. Violation of Policy

Employees who violate this policy may be subject to disciplinary actions.