SUBJECT: Purchasing Ethics

I. Introduction

Employees must discharge their duties and responsibilities fairly and impartially. They should maintain a standard of conduct that will inspire public confidence in the integrity of the college.

II. General standards of ethical conduct.

A. Give first consideration to the objectives of the College.

B. Strive to obtain the maximum ultimate value of each dollar of expenditure.

C. Refuse to accept personal gifts or material from a vendor or potential vendor of the College.

D. Demand honesty in sales representation whether offered through verbal or written statement, an advertisement, or a sample of the product and to be honest in return.

E. Grant all competitive bidders equal consideration insofar as the established policies of the College permit and to regard such transaction on its own merits.

F. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

G. Foster and promote fair and legal trade practices.

H. Report any violations of these purchasing ethics to the President of the College.