

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.