

Procedure 3200-PR(4): Procurement Policy - Ethics in Public Contracting

Original Adopted Date: 05/10/2023 Status: ADOPTED

CODE OF ETHICS

Because procurement personnel constantly operate under pressure from conflicting sources, they must have a highly developed sense of professional ethics to resist those pressures and to serve the District in an honorable way. To strengthen ethical awareness and to provide guidelines for its staff, SCCPCCD upholds the following Code of Ethics as established by the National Association of Educational Buyers (NAEB):

- Give first consideration to the objectives and policies of the institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier, and/or be willing to submit any major controversies to arbitration or other third party for review, insofar as the established policies of the institution permit.
- Accord a prompt and courteous receipt insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purpose of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.