




## Administrative Procurement Procedures Manual

SECTION: <b>POLICY</b>	SECTION NO: <b>1</b>	PREPARED BY: <b>Wasserman</b>
SUBSECTION: <b>ETHICAL PRACTICES</b>	SUBSECTION NO: <b>1.2</b>	APPROVED BY: 
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### **ETHICAL PROCUREMENT PRACTICES:**

#### **Policy:**


It is the policy of the District to maintain good working relationships with its vendors and suppliers, as well as the community at large. Every employee has the ability to influence the opinions of others through daily interaction with the business community. In personal contacts with vendors and suppliers, employees shall represent the best interests of the District by conducting business in a fair, equitable, and ethical manner.

The following are the Principles and Standards of Ethical Supply Management Conduct as recommended by the Institute for Supply Management (ISM):

1. **Impropriety.** Prevent the intent and appearance of unethical or compromising conduct in relationships, actions and communications.
2. **Conflict of Interest.** Ensure that any personal, business and other activities do not conflict with the lawful interests of your employer.
3. **Influence.** Avoid behaviors or actions that may negatively influence, or appear to influence, supply management decisions.
4. **Responsibilities to Your Employer.** Uphold fiduciary and other responsibilities using reasonable care and granted authority to deliver value to your employer.
5. **Supplier and Customer Relationships.** Promote positive supplier and customer relationships.
6. **Sustainability and Social Responsibility.** Champion social responsibility and sustainability practices in supply management.
7. **Confidential and Proprietary Information.** Protect confidential and proprietary information.
8. **Reciprocity.** Avoid improper reciprocal agreements.



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9. Applicable Laws, Regulations and Trade Agreements. Know and obey the letter and spirit of laws, regulations and trade agreements applicable to supply management.
10. Professional Competence. Develop skills, expand knowledge and conduct business that demonstrates competence and promotes the supply management profession.