AIMS COMMUNITY COLLEGE PROCEDURE

PROCUREMENT PROCESS – STANDARD OF CONDUCT AND ETHICS

Standard of Conduct means:

• As Aims Community College employees, you will be expected to:

• Use skill, judgment, and integrity in procuring items for the College.

• Adopt a high ethical standard of conduct by observing all applicable laws and institutional policies and procedures governing purchasing transactions, allowing suppliers to compete fairly, and using confidential information only for legitimate and ethical purposes.

• Avoid any kind of financial or personal obligation which might affect your judgment in dealing with suppliers.

• Avoid relations of a compromising nature or even the appearance of such relations.

Remember it is:

• Unethical to accept bribes or gratuities, unethical to misuse confidential information, and unethical to participate directly or indirectly in the procurement process if you have a conflict of interest. In addition, it is unethical to use your employment with the College for gain in personal business matters with current or potential vendors of the College.

• A violation of conduct and ethics standards may result in discipline, including termination of employment.

If you have questions about ethical conduct, do not hesitate to call the Director of Purchasing, Chief Administrative Officer or the President’s Office.

It is vital to understand the importance that Aims Community College places on strict adherence to the Standard of Conduct and Ethics in the College Procurement Process.

APPROVED: Dr. Marilynn Liddell
Aims Community College President
Date: March 22, 2003

Revised: April 12, 2010