

National Association of Education Buyers Code of Ethics

As a member of the National Association of Educational Buyers (NAEB), the University also subscribes to their code of ethics. Each employee involved in the expenditure of public funds is held to the highest degree of public trust and will abide by the following:

- Give first consideration to the objectives and policies of my 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 statute 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 review, insofar as the established policies of my institution permit.
- Accord a prompt and courteous reception 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 purposes of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

National Association of College Auxiliary Services Code of Ethics and Professional Conduct

- The auxiliary services professional shall represent the institution with personal integrity and shall conduct the business of the institution in a professional manner.
- The personal and professional conduct of the professional shall be such that it enhances the integrity and prestige of the institution.
- The professional shall refrain from entering into private or personal activities that may be interpreted as a conflict of interest and from accepting gifts or favors that imply an obligation of the institution.
- The professional should refrain from any activity that compromises the fiscal integrity of the institution. The professional should not benefit financially, either directly or indirectly, from any decisions made as an office of the institution.
- The professional recognizes the cultural diversity of the institution and promotes non-discriminatory personnel practices, which ensure that recognition; selection and promotion are based on skill, proficiency, educational experiences, measurable potential and productivity.
- The professional shall strive to participate in the development of the institution's mission statement and shall serve in any beneficial capacity that enhances the achievement of the goals of the institution.
- The professional fosters and supports the development of professional standards at the institution, and in regional and national professional organizations.