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Purchasing Code of Ethics

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Purchasing Code of Ethics

Abstract

Kean University Procurement and Business Services also has a Code of Ethics, which guides procurement employees in decisions, procedures and code of conduct for transacting business with vendors.

Keywords

Standard II, Ethics, Employees

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1. Ethics

Acting in a manner to obtain the public's trust.

- Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.
- Maintain consistency in all processes and actions of Purchasing.
- Meet the ethical standards of a purchasing professional.

2. Professionalism

Upholding high standards of job performance and ethical behavior

- Be led by those with education, experience, and professional certification in public procurement.
- Continually contribute value to the organization.
- Continually develop as a professional through education, mentorship, innovation, and partnerships.
- Develop, support, and promote the highest-professional standards in order to serve the public good.
- Seek continuous improvement through on-going training, education, and skill enhancement.

3. Accountability

Taking ownership and being responsible to the public for actions essential to preserve the public trust and protect the public interest.

- Apply sound business judgment.
- Be knowledgeable of and abide by all applicable laws and regulations.
- Be responsible stewards of public funds.
- Maximize competition to the greatest extent practicable.
- Practice due diligence.
- Promote effective, economic, and efficient acquisition.

4. Impartiality

Unbiased decision-making and action...essential to ensure fairness for the public good.

- Be open, fair, impartial, and non-discriminatory in all processes.
- Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
- Use sound professional judgment within established legal frameworks to balance competing interests.

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5. Transparency

Easily accessible and understandable policies and processes essential to demonstrate responsible use of public funds.

- Exercise discretion in the release of confidential information.
- Maintain current and complete policies, procedures, and records.
- Provide open access to competitive opportunities.
- Provide timely access to procurement policies, procedures, and records.