## **Code of Ethics**

As a member of the National Association of Educational Buyers, Lee College District subscribes to and supports the following code of ethics.

## National Association of Educational Buyers Code Of Ethics

- 1. To give first consideration to the objectives and policies of my institution.
- 2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
- 3. To decline personal gifts and gratuities.
- 4. To grant all competitive bidders equal consideration insofar as the established policies of my institution permit, and to regard each transaction on its own merits.
- 5. To conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- 6. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product; and to be honest in return.
- 7. To use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
- 8. To make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier.
- 9. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- 10. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
- 11. To foster and promote fair, ethical and legal trade practices.
- 12. To counsel and cooperate with NAEB members and to promote a spirit of unity among them.

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