

# 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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