

## **Boston College Procurement Code of Ethics**

Boston College Purchasing professionals and those personnel with procurement responsibility must have a highly developed sense of professional ethics to protect their own and Boston College's reputation for fair dealing. To strengthen ethical awareness, and to provide guidelines to staff, Boston College Procurement Services promotes the following code of ethics.

1. Give first consideration to the objectives and policies of Boston College.
2. Integrity and fair dealing shall be at the heart of every business decision made by procurement personnel.
3. Procurement personnel shall engage in active and fair competition with its business partners and suppliers.
4. Strive to obtain the "best value" for each dollar of expenditure.
5. Decline personal gifts or gratuities.
6. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
7. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
8. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
9. Receive consent of originator of proprietary ideas and designs before using item for competitive purchasing purposes.
10. 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.
11. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
12. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
13. Foster fair, ethical and legal trade practices.
14. Counsel and cooperate with Boston College personnel and promote a spirit of unity and a keen interest in professional growth among them.

15. Staff is also encouraged to participate in continuing open discussions of ethical principles with their colleagues and with others.
16. Procurement Services is accountable for appropriately monitoring procurement operations to reasonably assure continuing compliance with Boston College policies.
17. Procure only what is required to further the goals and objectives of Boston College.