 **Academic Grants**

**Code of Ethics**

**King’s College endorses and observes the following Code of Ethics advocated by the National Association of Educational Buyers (NAEB) in conducting all procurement transactions.**

1. **Give first consideration to the objectives and policies of my institution.**
2. **Strive to obtain the maximum value for each dollar of expenditure.**
3. **Decline personal gifts or gratuities.**
4. **Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.**
5. **Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.**
6. **Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.**
7. **Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.**
8. **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.**
9. **Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.**
10. **Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.**
11. **Foster fair, ethical and legal trade practices.**
12. **Counsel and cooperate with NAEP Members and promote a spirit of unity and a keen interest in professional growth among them.**