

# *Policies and Standards*

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>2.2</b>		
<i>CHAPTER:</i> <b>Practices</b>	<i>ISSUED:</i> <b>1993</b>	<i>REV. A</i> <b>09/97</b>	<i>REV. B</i>
<i>POLICY:</i> <b><i>Ethical Practices and Supplier Relations</i></b>	<i>PAGE 1 OF 3</i>		

## **PURPOSE**

To provide guidance to employees engaged in any supplier-related activity concerning ethical practices and supplier relations.

## **SCOPE**

This policy applies to all University employees.

## **RELATED POLICIES**

Purchasing Policy 2.1 Confidentiality

## **POLICY**

- A. The University's suppliers, their products, personnel and services are a natural extension of the University's own resources. It is the responsibility of all employees to work to maintain the good name of the University, to develop and maintain good relations between the University and its suppliers, and to keep in mind that personal contacts form much of the basis for the supplier's opinion of the University.
- B. In personal contacts with the suppliers, each employee represents the University and should reflect and present the interests of **all** departments, setting aside a more departmental point of view.

## **DEFINITIONS**

**Bid:** Supplier document offering to sell a good or service that is firm for a defined period of time (i.e. 30 days).

**Quote:** Supplier document that states the current price for a good or service and is generally non-binding.

## **PROCEDURE**

The University maintains the highest possible standards of business ethics, professional courtesy and competence in all of its dealings. At all times, applicable laws must be scrupulously observed. In this regard the following should be observed when dealing with suppliers and their representatives:

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- A. Accord prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
- B. Provide equal opportunity for all suppliers to make price and specifications quotations.
- C. Guarantee the confidentiality of all specifications and price quotations made by suppliers.
- D. Decline to take advantage of seller's errors, and show consideration for seller's difficulties by cooperating with them whenever possible.
- E. Avoid putting seller to unnecessary expense or inconvenience on returned goods.
- F. Explain as clearly and fully as possible to suppliers the reason for the University's rejection of their bids/proposals.
- G. Remain scrupulously free from obligations to any supplier.
- H. Remain knowledgeable about sources of supply, methods, services and materials, and encourage their testing.
- I. Keep suppliers current regarding University policy and procedures.
- J. If, for any reason, one supplier is permitted to requote, their competitors will be given the same opportunity. Requotes should be restricted to an absolute minimum.

## **Supplier Sample Procedure**

When a supplier offers samples for evaluation, they will be accepted only under the following conditions:

- A. The product is one that is of a type presently in use or is of potential use to the University. Samples of goods not likely to be purchased should not be accepted.
- B. The quantity or size of the sample is relatively small and of low value. The object of a sample is the examination of its fitness for the University's use.
- C. Any chemicals offered as supplier samples should not be accepted unless accompanied by an OSHA Material Safety Data Sheet.
- D. If supplier samples are accepted, they shall be promptly conveyed to the appropriate department for evaluation. The supplier is entitled to a prompt reply about their product.

## **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding interpretation of this policy should be directed to the University's Purchasing Director.

## **ADMENDMENT/TERMINATION OF THIS POLICY**

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The University reserves the right to modify, amend, or terminate this policy at any time.

## **VIOLATIONS/ENFORCEMENT**

Any known violations of this policy should be reported to the University's Purchasing Director.