



California State University, Sacramento

Procurement and Contract Services

Ethics Policy

As public employees and procurement professionals, we commit ourselves to provide leadership and dedicated service to our customers and to apply our best, unbiased judgment each time we expend State or University funds and/or act on their behalf. We guide our activity through the application and adherence to the following commonly shared values and ethical standards in our daily interaction with suppliers and University customers:

- Conduct business in good faith; demanding honesty and ethical practices from all participants in the procurement process.
- Avoid unfair practices by granting all competitive supplies equal consideration insofar as State, Federal, and CSU requirements require.
- Decline all personal gifts or gratuities from present or potential suppliers.
- Promote positive supplier/contractor relationships by according vendor representatives courteous, fair and ethical treatment.
- Make reasonable efforts to negotiate equitable and mutually agreeable settlements of controversies with suppliers.
- Avoid involvement in any transaction/activity that could be considered to be a conflict between personal interests and the interests of the CSU.
- Know and obey the letter and spirit of laws governing the procurement function and remain alert to the legal ramifications of procurement decisions.
- Enhance proficiency by acquiring and maintaining current technical knowledge and pursuing related educational opportunities and professional growth.