**1.** **Ethics**

Acting in a manner to obtain the public’s trust.

* Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.
* Maintain consistency in all processes and actions of Purchasing.
* Meet the ethical standards of a purchasing professionalk.

**2**. **Professionalism**

Upholding high standards of job performance and ethical behavior

* Be led by those with education, experience, and professional certification in public procurement.
* Continually contribute value to the organization.
* Continually develop as a professional through education, mentorship, innovation, and partnerships.
* Develop, support, and promote the highest-professional standards in order to serve the public good.
* Seek continuous improvement through on-going training, education, and skill enhancement.

**3.** **Accountability**

Taking ownership and being responsible to the public for actions essential to preserve the public trust and protect the public interest.

* Apply sound business judgment.
* Be knowledgeable of and abide by all applicable laws and regulations.
* Be responsible stewards of public funds.
* Maximize competition to the greatest extent practicable.
* Practice due diligence.
* Promote effective, economic, and efficient acquisition.

**4. Impartiality**

Unbiased decision-making and action…essential to ensure fairness for the public good.

* Be open, fair, impartial, and non-discriminatory in all processes.
* Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
* Use sound professional judgment within established legal frameworks to balance competing interests.

**5. Transparency**

Easily accessible and understandable policies and processes essential to demonstrate responsible use of public funds.

* Exercise discretion in the release of confidential information.
* Maintain current and complete policies, procedures, and records.
* Provide open access to competitive opportunities.
* Provide timely access to procurement policies, procedures, and records.