

CODE OF ETHICS

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

2. Demonstrate loyalty to your employer by diligently following the lawful instructions of your employer, using reasonable care and only authority granted.

3. Refrain from any private business or professional activity that would create a conflict between personal interests and those of your employer.

4. Refrain from soliciting or accepting money, loans, credits, discounts, gifts, entertainment, favors or services from present or potential suppliers.

5. Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and governmental regulations.

6. Promote positive supplier relationships through courtesy and impartiality.

7. Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.

8. Ensure that all segments of society have the opportunity to participate in government contracts.

9. Discourage purchasing involvement in employer-sponsored programs of personal purchases, which are not business related.

10. Enhance the stature of the purchasing profession by improving your technical knowledge and adhering to the highest ethical standards.