

PROCUREMENT CODE OF CONDUCT AND ETHICS

Responsibilities to CAWCD: Uphold fiduciary and other responsibilities using reasonable care and granted authority to deliver value.

- Follow the lawful instructions and/or laws governing CAWCD
- Understand and adhere to the authority granted by CAWCD
- Avoid activities, which would compromise or give the perception of compromising the best interest of CAWCD
- Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition
- Obtain the maximum benefit for funds spent as agents of CAWCD

1. Conflict of Interest: Ensure that any personal, business or other activity does not conflict with the lawful interests of CAWCD.

- Avoid any private or professional activity that would create a conflict between your personal interest and the interests of CAWCD
- Avoid engaging in personal business with any company that is a supplier to CAWCD
- Decline personal gifts or gratuities

2. Confidential and Proprietary Information: Protect confidential and proprietary information.

- Keep bidders proprietary information confidential
- Treat with discretion all information obtained in confidence
- Receive consent from the originator for the use of proprietary information when and if necessary

3. Supplier and Customer Relationships: Promote positive supplier and customer relationships.

- Maintain and practice, to the highest degree possible, business ethics, professional courtesy, and competence in all transactions
- Remain free of any and all interests and activities, which are or could be detrimental or in conflict with the best interests of CAWCD
- Exercise discretionary authority of behalf of CAWCD
- All involvement and transactions shall be handled in a professional manner with the interest of CAWCD taking precedent
- Conduct business with potential and current suppliers in an atmosphere of good faith
- Demand honesty in sales representation

4. **Professional Competence:** Develop skills, expand knowledge and conduct business that demonstrates competence and promotes CAWCD

- Accord a prompt and courteous response to all who call on legitimate business
- Protect CAWCD's interest by ensuring that suppliers honor all terms of their contracts
- Make a reasonable effort to obtain equitable settlement of any controversy with a supplier
- Counsel and cooperate with NIGP (National Institute of Government Purchasing) members and be knowledgeable of and adhere to the NIGP Code of Ethics