

UNIVERSITY OF PITTSBURGH POLICY 05-02-03

CATEGORY: FINANCIAL AFFAIRS
SECTION: Purchasing
SUBJECT: Code of Ethics
EFFECTIVE DATE: March 12, 2003 Revised
PAGE(S): 1

I. SCOPE

This policy establishes a code of ethics, subscribed to by the University of Pittsburgh purchasing units.

II. POLICY

All individuals with purchasing authority on behalf of the University must:

- Give first consideration to the objectives and policies of the University.
- Strive to obtain the maximum value for each dollar of expenditure.
- Ensure that all procurement related financial transactions are handled honestly and recorded accurately.
- Decline personal gifts or gratuities. See senior level approval for acceptance of nominal gifts of appreciation. Avoid conflicts of interest, both real and perceived. Never use University assets or information for personal gain.
- Grant all competitive suppliers equal consideration insofar as state and federal statute and institutional policy permit, and insofar as it serves the best interests of the University.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation, with honesty and integrity.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of the University.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes. Protect information that belongs to the University, our customers, suppliers, and fellow workers.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of the University permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical, and legal trade practices.