



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 3.5012

DIVISION: Strategy, Operations and Finance

TITLE: Procurement Services Department Code of Ethics

DATE: July 15, 2011

REVISION DATE: July 9, 2025

Authorized by: Susan Howarth, EVP of Strategy, Operations and Finance.

Issued by: Procurement Services

### **I. Purpose and Scope**

To establish rules of conduct regarding purchasing activities being conducted on behalf of the University.

### **II. Policy**

The University is committed to the highest degree of ethical standards. Purchasers of goods and services for Western Kentucky University ("WKU") shall not take, receive, or offer to take or receive (directly or indirectly) any rebate, percentage of contract, money (or other things of value) as an inducement (or intended inducement) from any vendor bidding for university purchase contract(s) or otherwise seeking to make a sale to the University.

### **III. Procedure**

A. The Procurement Services Department adheres to the National Association of Educational Procurement (NAEP) Code of Ethics listed below.

1. Give first consideration to the objectives and policies of WKU.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and WKU policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.

6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. 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 WKU policies permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

B. Responsible Purchasing

In addition to compliance with the NAEP Code of Ethics, the University will incorporate responsible purchasing practices.

1. University employees are encouraged to pursue goods, supplies and contractual services that promote environmental sustainability.
2. University employees are encouraged to use competitive procurement practices to maximize cost savings opportunities.

**IV. Reason for Revision(s)**

September 2021

Updated sections I. & III. to bring policy in alignment with diversity, equity, & inclusion initiatives.

February 2025

Updated section III. B. to align with current Federal requirements and encourage procurement practices which decrease costs to the University.

**V. Related Policies**

3.510V *Purchasing Policy*