

CODE OF ETHICS

1. **T**o give first consideration to the objectives and policies of Montgomery College.
2. **T**o strive to obtain the maximum ultimate value of each dollar of expenditure.
3. **T**o cooperate with trade and industrial associations, and governmental and private agencies engaged in the promotion and development of sound business methods.
4. **T**o demand honesty in sales representation whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.
5. **T**o decline personal gifts or gratuities from any present or would-be supplier.
6. **T**o grant all competitive bidders equal consideration; to regard each transaction on its own merits; and to foster and promote fair, ethical and legal trade practices.
7. **T**o use for competitive purchasing purposes, only with consent, original ideas and designs devised by one vendor.
8. **T**o accord a prompt and courteous reception as conditions permit to all who call on legitimate business missions.
9. **T**o avoid outside interests that would create a conflict of interest.