

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: FINANCES

TITLE: ETHICAL PRACTICES

ADOPTED: November 14, 2007

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">610.1. ETHICAL PRACTICES</p> <p>The purpose of this policy is to provide guidance to employees of the School District of Borough of Morrisville engaged in any supplier-related activity concerning ethical practices.</p> <p><u>Ethical Practices</u></p> <p>The school district’s suppliers, their products, personnel, and services are a natural extension of the district’s own resources. It is the responsibility of all employees to work to maintain the good name of the school district, to develop and maintain good relations between the school district and its suppliers, and to keep in mind that personal contacts form much of the basis for the supplier’s opinion of the school district.</p> <p>In personal contacts with the suppliers, each employee represents the school district and should reflect and represent the interest and needs of all departments.</p> <p><u>Vendor Relations</u></p> <p>Employees of the School District of Borough of Morrisville will maintain and practice the highest possible standards of business ethics, professional courtesy, and competence in all dealings.</p> <p>At all times, applicable laws must be strictly observed. In this regard, the following will be observed when dealing with suppliers and their representatives:</p> <ol style="list-style-type: none"> 1. Accord prompt and courteous reception, as well as fair and equal treatment to all suppliers and their representatives. 2. Provide equal opportunity for all suppliers to make price and specification quotations, except where the provider has a proven record of bid, quotation, or contract default.
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| | <ol style="list-style-type: none">3. Guarantee the confidentiality of all specifications and price quotations made by the vendors.4. Decline to take advantage of seller's errors, and show consideration for seller's difficulties by cooperating with him/her, whenever possible.5. Avoid putting seller to unnecessary expense or inconvenience on returned goods.6. Explain as clearly and fully as possible to suppliers the reason for rejection of their bids, quotations, or proposals.7. Remain free from obligations to any supplier.8. Keep informed about sources of supply, methods, services and materials, and encourage testing of products.9. Keep suppliers informed about school district product requirements, operating methodology, and service requirements.10. If, for any reason, one (1) supplier is permitted to requote, his/her competitors will be given the opportunity. Requoting will be restricted to an absolute minimum. |
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