

**University of West Georgia**

**Procurement & Logistics Ethics Policy**

1. **Establishment of a Procurement Ethics Policy**

Ethical behavior is expected of all members of the Procurement and Logistics Team. UWG Procurement and Logistics operations encompass the following policies that provide guidance related to ethical behavior.

1. <https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct>
2. <https://www.usg.edu/assets/organizational_effectiveness/fraud_awareness_assets/toolkit_documents/State_Ethics_Order.pdf>
3. <https://www.usg.edu/policymanual/section8/C224/#n82184>
4. Governor's Code of Ethics <https://gov.georgia.gov/executive-action/executive-orders-0/2019-executive-orders>
5. State of Georgia Code of Ethics found in the Georgia Procurement Manual, Section I.4.4.1.
6. Penalties for failure to adhere to standards of honesty and ethical behavior expected of state government employees, including Purchasing Agents/Contracting Officers. See e.g., O.C.G.A. § 50-5-80.

The UWG Procurement & Logistics team ascribe to behavior that earns the trust and confidence of students, campus and community partners, and discourage any behavior that erodes support critical to the University’s mission.

Procurement Code of Ethics

Any person employed by the University of West Georgia who purchases goods and services, or is involved in the purchasing process for the University, shall be bound by this code and shall:

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications;
2. Demonstrate loyalty to the University of West Georgia by diligently following all lawful instructions while using professional judgment, reasonable care, and exercising only the authority granted;
3. Conduct all purchasing activities in accordance with the laws, while remaining alert to and advising the University of West Georgia regarding the legal ramifications of the purchasing decisions;
4. Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the University of West Georgia;
5. Identify and strive to eliminate participation of any individual in operational situations where a conflict of interest may be involved;
6. Never solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions;
7. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle;
8. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the community served;
9. Provide an environment where all business concerns, large or small, majority- or minority-owned, are afforded an equal opportunity to compete for University of West Georgia business; and,
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.