

Procurement Code of Conduct

All employees of Coronado Unified School District engaged in the procurement award and administration of contracts shall:

1. Demonstrate the highest regard for Public Service giving primary consideration to the interests of the school district.
2. Avoid unfair practices; to allow all qualified responsive and responsible vendors an equal opportunity to bid.
3. Purchase without any personal interest, private advantage or prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
4. Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
5. Conduct all purchasing activities in accordance with the laws, while remaining alert to and advising the District regarding the legal ramifications of the purchasing decisions.
6. Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the District and strive to eliminate participation of any individual in operational situations where a conflict of interest may be involved.
7. 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.
 - a. Items of nominal value are sometimes offered by vendors as a gesture of goodwill or for public relations purposes. For purposes of clarification, nominal value should not exceed \$25.00. The occasional acceptance of such items e.g. edibles other than meals, promotional items or novelty items may be justified and whenever possible such items should be shared among all staff. Receipt of items must not influence District buying decisions.
 - b. Product test samples may be offered by suppliers. The District will share test results with the supplier when samples have been requested by the District. The District is not obligated to take or test any unsolicited product samples.
 - c. District purchasing employees may accept moderate hospitality if it is offered generally to an entire group at a conference, vendor open house, product show or seminar conducted by vendors.
8. Provide an environment where all business concerns, large or small, majority or minority owned are afforded an equal opportunity to compete for the Districts business.
9. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.

All employees engaged in the procurement award and administration of contracts for Coronado Unified School District must adhere to the code of conduct listed above. Failure to adhere to the code of conduct will lead to progressive disciplinary actions up to and including termination for cause.

7/31/2017