

Association of Procurement Technical Assistance Centers Code of Ethics

Each member of APTAC shall:

1. Maintain professional integrity in all actions and conduct oneself in such a manner as to bring credit upon the association.
2. Promote trust and confidence in the integrity of the acquisition process.
3. Strive to attain the highest professional standards of job performance, to exercise diligence in carrying out the duties of one's employer, and to serve the employer to the best of one's ability.
4. Respect the confidence and trust reposed in the member by the employer, client or customer.
5. Protect the privacy and the confidentiality of all information entrusted to the member, both during and after employment as a procurement assistance specialist, or similar employment as described in membership categories and use such information only in that work.
6. Avoid engagement in any transaction that might conflict with the proper discharge of one's employment duties or duty to one's clients or customers by reason of a financial interest, family relationship, or other circumstance causing a breach of confidence in the acquisition process or the consulting relationship.
7. Abstain from entering into any agreement, contract or partnership for personal gain, either directly or indirectly, with any PTAC client or customer. However, this does not preclude a PTAC from charging for its procurement counseling services as part of its consulting relationship with the client.
8. Refrain from knowingly influencing others to commit an act that would constitute a violation of law, of procurement regulations and guidelines, or this code.
9. Reports clients' or customers' successes fairly and objectively and only with their specific authorization, taking credit only where it is significantly attributable to the assistance rendered.
10. Keep personal knowledge and expertise up-to-date.