

Appendix E

NIGP Code of Ethics

NIGP: The Institute for Public Procurement is a not-for-profit charitable association serving the public procurement profession. The NIGP-CPP Certification Program certifies qualified practitioners in the field of public procurement who have met the professional competency standards established by the NIGP Certification Commission.

The NIGP-CPP Code of Ethics applies to those individuals seeking the NIGP-CPP certification (candidates) and all individuals certified and recertified by the NIGP Certification Commission (certificants). This Code of Ethics sets appropriate and enforceable professional conduct standards and identifies the minimum ethical behavior requirements for NIGP Certified Procurement Professional candidates and certificants.

The NIGP Certification Commission requires that all candidates and certificants attest to the following ethical principles:

- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Subscribes to and supports the professional aims and objectives of NIGP - The Institute for Public Procurement.

Ethical principles related to public procurement practice:

1. I will seek or accept a position only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications necessary to serve under those principles to the advantage of my employing organization.
2. I will guide my actions in all professional matters and activities by the highest standards of integrity and honesty; and will act professionally in all matters for each client or employer or agency.
3. I believe in the dignity and worth of public service rendered by my organization, and the societal responsibilities necessary to produce results for the community I serve as a trusted public servant.
4. I am governed by 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 organization and the public being served.
5. I believe that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
6. I will identify and eliminate participation in operational situations where a conflict of interest may be involved.
7. I believe that public procurement professionals should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
8. I will resist encroachment on control of personnel to preserve integrity as a professional manager.

9. I will address all personnel matters under my authority on a merit basis, and in compliance with applicable laws prohibiting discrimination on the basis of religious and political beliefs, skillsets, abilities, perspectives, background experiences, gender, age, race, ethnicity, education, socioeconomic background, sexual orientation, and geographic location.
10. I will not seek or dispense personal favors and will handle each administrative challenge objectively and empathetically, without discrimination.
11. I subscribe to and support the professional aims and objectives of NIGP - The Institute for Public Procurement.

Ethical principles related to the NIGP-CPP program:

12. I will fully comply with the certification requirements including policies, procedures, guidelines, and schemes established by the NIGP Certification Commission as modified from time to time.
13. I will provide accurate, complete, and truthful representations concerning all certification and recertification documentation and pledge to provide additional documentation required by the Commission as requested during the assessment of my applications. Further, I understand that any falsification or misrepresentation of these documents will result in the termination of my application.
14. I will maintain the security of all NIGP-CPP examination information and materials and will not disclose any exam content to include exam questions. I will not participate in fraudulent test taking practices. Further, I will report the unauthorized distribution of exam questions or any fraudulent exam-taking practices.
15. I will honor the use of the designation as authorized and only in the approved matter.
16. I will not use the certification in such a manner as to cause disrepute.
17. I will not use the certification in a misleading manner.
18. I will not make misleading or unauthorized statements about the certification.
19. If my designation lapses, or is suspended or withdrawn by the Commission for any reason, I will discontinue the use of the NIGP-CPP trademark, will remove the credential from any documents bearing my name and credentials, and return the certificate issued by the Commission until such time as my designation is restored.
20. I will voluntarily and immediately report to the Commission any felony convictions or other legal disposition that would constitute violations of this Code of Ethics that have not already been disclosed, regardless of when they occurred, and report any conditions that prohibit fulfillment of duties as set forth in the competency requirements.
21. I will accept responsibility for maintaining the NIGP-CPP designation through recertification, as applicable, and for adhering to the NIGP-CPP Code of Ethics.

Electronically signed by the NIGP-CPP Candidate and Submitted with the Application