



The Sine Cera Code of Ethics

Procurement integrity is more than personal integrity. It is a process that is sound, complete, built with a sincere interest in quality work, statutory and regulatory compliance, and expert judgment. It's a commitment to meeting the requirement using proven processes and best practices that can withstand scrutiny – with no wax or cracks.

To this end, Sine Cera's members, employees, and subcontractors must pledge and recertify annually to the following ethical code:

- I will demand excellence from myself, my colleagues, and from our work products. If it's worth doing, it's worth doing my best the first time, on time.
- I will conduct myself in a professional manner that builds and maintains confidence in my expertise, Sine Cera, and the integrity of the procurement process.
- I will avoid every entanglement that may create or appear to create a personal or organizational conflict of interest, or otherwise impair or impede my ability to provide impartial judgment. Should I discover a potential personal conflict of interest, I will notify my supervisor at my first opportunity.
- I will comply with all laws and regulations that govern the acquisition process to the best of my knowledge and ability.
- I will never disclose procurement sensitive information or attempt to profit from the sensitive information I access in the performance of my duties.
- I will remain informed and current on changes in acquisition policy, statute, and regulation that inform the performance of my duties and my profession.
- I will give sound acquisition advice and support to my clients. I will not cut corners or mince words. My input will be professional, but always direct.