

Statement of Purpose for Ethical Practice and Conduct
POLICY: AC.ETH.01.20

Date: March 30, 2000

Responsible to: President & CEO

Purpose

To inform all individuals or entities doing business with or contracting services for Shepherd Center, of the Center's *Statement of Purpose for Ethical Practice and Conduct*.

Policy

Shepherd Center and affiliates is committed to the establishment of sound ethical business practices with all individuals and entities doing business with the Center. It is Shepherd's responsibility to inform these individuals or entities of Shepherd's strong commitment to ethical business practice and conduct.

Procedure

1. All vendors, contractors, agencies or other entities and individuals doing business with Shepherd or contracting services for the Center will be given a copy of Shepherd's *Statement of Purpose for Ethical Practice and Conduct*.
2. Supervisors, managers, directors, or vice presidents are to give a copy of this document to a representative of the company doing business with or contracting services for the Center.
3. All contracts, agreements or ventures will have the *Statement of Purpose* attached to the document prior to any signatures.
4. Statement of purpose sheets are available from the Materials Management department.
5. All directors and vice presidents are encouraged to keep a small supply of statements available and on hand.