

CODE OF ETHICS AND CONFLICT OF INTEREST

State officials and employees are entrusted with protecting the safety and welfare of the public's trust. **All state officials and employees** should endeavor to pursue a course of conduct that does not raise suspicion among the public. Therefore, they shall avoid acts which are improper or give the appearance of impropriety. This conduct is particularly important for state personnel who are charged with the disposition of agency funds.

State personnel must adhere to the highest level of professionalism in discharging their official duties. The nature of purchasing functions makes it critical that everyone in the purchasing process remain independent and free from the perception of impropriety. Any erosion of public trust or any shadow of impropriety is detrimental to the integrity of the institution. Therefore, with these principles in mind and in accordance with state law, the following policies and procedures should be adhered to by all TTUHSC employees, vendors, and potential vendors.

A TTUHSC employee may not:

- Have an interest in, or in any manner be connected with a TTUHSC contract or bid for the purchase of goods or services including participating in work on a contract knowing that the employee, or member of their immediate family has an actual or potential financial interest in a contract including prospective employment;
- Solicit or accept anything of value whether by gift, rebate, service or favor from a person to whom a TTUHSC contract may be awarded, directly or indirectly;
- Contract for future reward or compensation from an actual or potential vendor in exchange for a promise or other obligation on a state contract;
- Be employed by, or agree to work for, a vendor or potential vendor
- Knowingly disclose confidential information acquired in the course of one's official duties for personal gain; or
- Be employed in a "bona fide executive, administrative, or professional capacity" if the employee's spouse is an officer, manager, or paid consultant of a Texas trade association that contracts with the state.

Former or retired employees:

A state agency may not enter into an employment contract with a former or retired employee of the agency before the first anniversary of the last date on which the individual was employed by the agency. The agency, however, is not prohibited from entering into a professional services contract with a corporation, firm, or other business entity that employs a former or retired employee of the agency within one year of the employee's leaving the agency, provided that the former or retired employee does not

perform services on projects for the corporation, firm, or other business entity that the employee worked on while employed by the agency.

A vendor or potential vendor may not:

- Offer, give, or otherwise agree to give an employee or an employee's relatives anything of value in exchange for a promise or other consideration in awarding a contract; or
- Be employed in a "bona fide executive, administrative, or professional capacity" in a state agency if they are an officer, employee, or paid consultant of a Texas trade association that contracts with TTUHSC.

If a violation occurs:

When an actual or potential violation of any ethical standard is discovered, the person or persons involved shall promptly file a written statement regarding the matter and request written instructions for the disposition of the matter from their immediate supervisor.

If an actual violation occurs or is not disclosed the employee involved may be reprimanded, suspended, or dismissed from employment. Any vendor or potential vendor that is determined to have acted unethically may be barred from receiving future contracts and/or have any existing contracts cancelled.

The TTUS electronic purchasing system known as "TechBuy" will routinely require all users of the system to acknowledge and accept the "Code of Ethics and Conflict of Interest" terms. Fund managers and delegated persons may be denied access to Techbuy if they fail to acknowledge and accept the terms.