

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Procurement and Business Services Policy-FO-PUR-02**  
**Employee Ethics**

**PUBLIC TRUST**

Public employment is a public trust. Any attempt to realize personal gain through conduct inconsistent with the proper discharge of an employee's duties is a breach of the public trust.

As employees of Sam Houston State University and The Texas State University System, we are subject to the standards of conduct of the University and the System. Employees of the University exercising either delegated purchasing authority or who participate directly or indirectly in the procurement process are bound to honor these standards of conduct. The standards of the University and the TSUS System are located in the University's Policies and Procedures and the TSUS Board of Regents Rules and Regulations respectively.

**HONOR**

Employees acknowledge and honor the standards of conduct and the policies and procedures of the University.

**CONDUCT**

Employees shall conduct purchasing without favoritism and without arbitrariness or caprice.

**PECUNIARY INTEREST**

No employee shall enter into discussion or participate directly or indirectly in a procurement in which the employee has pecuniary interest.

**CONFLICT OF INTEREST**

No employee shall enter into discussion appear to influence the employee in the discharge of official duties.

**BENEFITS FOR PERFORMING OFFICIAL DUTIES**

An employee should not solicit, accept, or agree to accept any benefit for having exercised official powers or for having performed official duties.

Faculty and staff who participate in the evaluation of vendor bids and proposals are required to sign and abide by a Conflict of Interest and Non-Disclosure forms that applies specifically to the solicitation being evaluated. Evaluation team members must sign a separate form for every bid/proposal they evaluate.

**NEPOTISM DISCLOSURE**

Texas Government Code 2262.004, Required Nepotism Disclosure.

Before a state agency may award a major contract for the purchase of goods or services to a business entity, each of the state agency's purchasing personnel working on the contract must disclose in writing to the administrative head of the state agency any relationship to the purchasing personnel it is aware about that the employee has with an employee, a partner, a major stockholder, a paid consultant with a contract with the business entity, the value of which exceeds \$25,000, or other owner of the business entity that is within a degree described by Tx Govt Code Section 573.002 Degrees of Relationship; Nepotism Prohibition.

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Any person who makes decisions or recommendations at any point throughout the process of major contract development, evaluation, award, monitoring and re-award are required to disclose in writing to the Administrative Head (AH) or AH's designee any relationship the prescribed person has with the responde