

# UTAH VALLEY UNIVERSITY

## PROCUREMENT SERVICES CODE OF ETHICS

Procurement Services employees must discharge their duties impartially so as to assure fair competitive access to University procurement by responsible contractors. They should conduct themselves in such a manner as to foster public confidence in the integrity of Procurement Services and the University. All University employees engaged in a procurement process shall also abide by the Procurement Services Code of Ethics. It is essential that those doing business with the University also observe the applicable ethical standards prescribed herein.

The staff of Procurement Services shall:

- Uphold fiduciary and other responsibilities using reasonable care and granted authority to deliver value to the University.
- Know and obey the letter and spirit of laws, regulations, and policies applicable to procurement of goods and services.
- Utilize transparent decision-making processes.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation, and promote positive supplier and customer relationships.
- Grant all competitive suppliers equal consideration insofar as State or Federal statute and University policy permit.
- Prevent the intent and appearance of unethical or compromising conduct in relationships, actions, and communications.
- Ensure that any personal, business, or other activity does not conflict with the lawful interests of the University.
- Handle each administrative problem objectively and empathetically, without discrimination.
- Protect confidential and proprietary information.
- Prevent the use of confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.
- Identify and eliminate participation of any individual in operational situations where a conflict of interest may be involved.
- Avoid improper reciprocal agreements.
- 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.