

## SECTION 2. GENERAL

- A. Code of Ethics** – Ethics is a set of moral principals or values governing an individual or group. As a public employee, most everything you do is subject to open records and public scrutiny; therefore, it is imperative that all District employees maintain the highest ethical standards. It is the policy of the District that the following ethical principles will govern the conduct of every employee involved directly or indirectly in the District’s procurement process.
1. Responsibility to the District – Employees will avoid any activities that would compromise or give the perception of compromising the best interest of the District. Employees will avoid any appearance of unethical or compromising behavior in all relationships, actions and communications. All employees are expected to conduct the procurement practices of the District in a fair, honest, courteous and impartial manner. At no time shall employees allow their personal preferences or personal relationship with a vendor or contractor to affect their decisions or duties regarding procurement. If you have any doubt about such matters, consult with your Supervisor or the Purchasing Section.
  2. Conflict of Interest – Employees will avoid any activity that would create a conflict, or the perception of a conflict between personal interest and the interest of the District. Employees shall follow and adhere to the requirements of District policy “Regarding Business Transactions Involving Potential Conflicts of Interest”, and Section 9. Conflict of Interest, District Personnel Policy and Procedures Manual. In accordance with District policy and pertaining directly to the District’s purchasing activities, employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential vendors which might influence or appear to influence any purchasing decision.
  3. Conflict of Interest Questionnaire – Pursuant to the requirements of Section 176.002(a) of the Texas Local Government Code (Attachment C), vendors, contractors and others who wish to conduct business with the District are required to complete and submit a Conflict of Interest Questionnaire.
  4. Protection of Information – As a measure to protect the integrity of the procurement process, employees shall not discuss, disclose or release any information obtained through, or as part of a Request for Bid, Request for Proposal, Request for Information, or Request for Qualification, until officially released by either the Purchasing Section, or other authorized employee of the District. In addition, any information obtained during the procurement process which has been labeled by the vendor as confidential or proprietary information, shall be protected as such for as long as the information is retained by the District, or to extent required or allowed by law.