**UVU PROCUREMENT & CONTRACT SERVICES**

**CODE OF ETHICS**

Procurement & Contract 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 & Contract Services and the University. All University employees engaged in a procurement process shall also abide by this Code of Ethics. It is essential that those doing business with the University also observe the applicable ethical standards prescribed herein.

Procurement & Contract Services staff, University staff involved in a procurement process, and University vendors and contractors 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.