

PurchasingConflicts of Interest

In order to ensure the highest integrity and to maintain the public's trust and confidence in the Office of Education as a public agency, personnel shall avoid the intent and appearance of unethical or compromising practice in business activities and purchasing transactions.

Using reasonable care and discretion, employees shall refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the Office of Education.

Employees shall not solicit or accept for personal gain money, loans, credits or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors or services from any persons which might influence or appear to influence purchasing decisions.

Information of a confidential or proprietary nature to the Office of Education and/or other persons shall be handled with due care and proper consideration of ethical and legal ramifications and governmental regulations.

In the posting, advertising and acquisition of all supplies and equipment, and in the negotiation and securing of all contracts for personal or professional services, employees shall conduct themselves in a fair, impartial and non-discriminatory manner, and shall adhere to all standards and procedures prescribed by federal, state or local law.

This policy is intended to compliment other laws, rules, regulations and policies pertaining to conflicts of interest by school employees.

Legal reference:

Office of Management and Budget. Attachment 0, Circular A-102