

Code of Ethics & Conflict of Interest

A special responsibility is imposed on everyone who is entrusted with the disposition of federal, state, and local funds. As purchasing personnel, we are required to perform with the highest integrity while constantly being asked to manage all contracts more effectively, secure better economic results, speed up the procurement process and be innovative in accomplishing our mission.

Brownsville Independent School District officials and employees are entrusted with the safety and welfare of the citizenry. In return for their confidence in state government, citizens expect that District employees' private interests will not conflict with public business.

The nature of purchasing functions makes it critical that all participants in the process remain independent, free of obligation or suspicion, and completely fair and impartial. Maintaining the integrity and credibility of a purchasing program requires a clear set of guidelines, rules and responsibilities to govern the behavior of purchasing employees. Credibility and public confidence are vital throughout the purchasing and contracting system.

This section sets out the ethical standards of conduct required of Brownsville ISD employees, vendors, and potential vendors. Every person employed by a public purchasing agency should abide by a code of ethics. In accordance with all federal, state and local law purchasing under BISD-delegated authority, shall adhere to the following ethical standards:

A school district employee may not:

- Participate in any work on a contract knowing that the employee, or member of that employee's immediate family, has an actual or potential financial interest in the contract, including, but not limited to, prospective employment. The term "participate" includes, but is not limited to, decision making, approval, disapproval, recommendation, giving advice, investigation or similar action.
- Solicit or accept anything of value from an actual or potential vendor;
- Be employed by, or agree to work for, a vendor or potential vendor;
- Knowingly disclose confidential information for personal gain.

A vendor or potential vendor may not:

Offer, give, or agree to give an employee anything of value.

If a violation occurs:

When an actual or potential violation of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with an appropriate supervisor. The person may also request written instructions for disposition of the matter.

If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor may be barred from receiving future contracts and/or have an existing contract canceled.

Conflict of Interest:

All purchasing staff of Brownsville ISD who have been delegated the authority to purchase must also sign a Conflict of Interest statement each year. One copy of the signed statement should be given to the employee, with a copy to the employee's supervisor and other copies distributed to the purchasing office. The following is the Conflict of Interest statement used by BISD.

CONFLICT OF INTEREST

In addition to the state requirements pertaining Under Texas Education Code §44.032, Local Government Code 271.029, 176 and in accordance with 2 C.F.R. § 200.18 (c) (1) , a BISD employee may not have an interest in or in any manner be connected with a contract or bid for a purchase of goods or services by BISD; or in any manner, including by rebate or gift, accept or receive from a person to whom a contract may be awarded, directly or indirectly, anything of value or a promise, obligation, or contract for future reward or compensation. Any individual who interacts with public purchasers in any capacity is required to adhere to the guidelines established in the conflict of interest of the BISD Procurement Manual and Federal Grant Policies and Procedures which outlines the ethical standards required of public purchasers, employees, and vendors who interact with public purchasers in the conduct of BISD business. Entities who are interested in seeking business opportunities with BISD must be mindful of these restrictions when interacting with public purchasers of Brownsville ISD.

I certify that I have read and understand the above statement:

Employee Signature

Date

Printed Name

cc: Solicitation File

Purchasing Office