Harris County Department of Education

Code of Ethics for

Business Support Services & Procurement Services Employees

Introduction

In this age of accountability, activities and conduct of the Business Services office and the Procurement Services office, staff are subject to greater scrutiny / criticism than ever before. It is understood that the actions of Business Services and the Procurement Services staff are observed / appraised by administration, clients, fellow professionals, and members of the community.

Harris County Department of Education ("HCDE", "Department") Business Support Services and Procurement Services employees are professional and dedicated to public service. By assuming the responsibility of providing leadership and the expertise to maintain exemplary standards of professional conduct, they will strive to gain and continue to earn the public's trust and confidence.

Objective

The management of the Business Support Services and Procurement Services is dedicated to making ethical and lawful choices by providing a structured code of ethics for its personnel to follow. Business Support Services and Procurement Services employees shall model and promote ethical behavior to all HCDE employees through their behavior.

Applicability

The Code of Ethics for Business Support Services and Procurement Services Employees, ("Code of Ethics") is applicable to all HCDE Business Support Services and Procurement Services employees.

Principles and Standards

Business Support Services and Procurement Services employees are responsible for adhering to and promoting the following principles and standards:

Professional Conduct – They shall study, understand, and abide by both the letter and the spirit of legislation, governing regulations, board policies, approved professional practices, and recommended standards. They shall refrain
from any actions or activities that give the appearance of moral impropriety.

Honesty and Ethical Behavior in Professional Relationships – They shall not knowingly be a party to or condone any illegal or improper activity.

Financial Impropriety – They shall act with integrity and diligence in duties involving Department fiscal resources.

Act with Good Faith – They should make decisions that will do the most good over harm.

Confidentiality – They shall demonstrate professional integrity in the issuance and management of information and maintain the confidentiality of clients', business partners', students', and employees' personal information. They shall respect and protect privileged information to which they have access.

Fiduciary Responsibility – They shall not use public property or resources for personal or political gain; and shall safeguard the assets in their trust.

Conflict of Interest

Business Support Services and Procurement Services employees shall do all that is possible to avoid any conflicts of interest. A "conflict of interest" arises when an employee's private, public, economic, or political activities have the potential of interfering with his or her allegiance and objectivity to the Department. Some examples of situations that could lead to a conflict of interest include: employment by outside entities; creating business interest with customers, suppliers, or competitors of the company; accepting payments or gifts from others; and taking advantage of business opportunities for personal gain.

Reporting Requirements

An HCDE employee who becomes aware of a situation or activity that violates, or appears to violate the Code of Ethics, HCDE policies, or applicable law, should contact their supervisor or the Compliance Officer immediately. If the potential violation cannot be resolved at that level, contact the Human Resources.

Certification Requirements

To prevent any new standards or policies from going unnoticed, Business Support Services and Procurement Services employees will annually renew their acceptance of the Code of Ethics.

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Statement of Certification

I hereby acknowledge that I have thoroughly read the Code of Ethics for Business Support Services and Procurement Services Employees and will, to the best of my ability, adhere to the Code of Ethics in my everyday work activities. I understand and agree to abide to the established principles and standards.

Date: December 8, 2025

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