

Finance & Operations Procurement and Business Services Policy-FO-PUR-20
Vendor Ethics

PUBLIC TRUST

As an agency of the State of Texas and member of the Texas State University System (TSUS), Sam Houston State University (SHSU) holds the trust of the public. All vendors and persons doing business with SHSU must provide the highest level of ethics and service in all business interactions.

DEFINITION

Vendor is a corporation, sole proprietorship, partnership, joint venture, or individual who provides goods or services to the University. A vendor may contract directly with the University or may be a subcontractor and referred to as a supplier, consultant, agent, contractor, or any other party entering into agreements with the institution.

COMPLIANCE WITH SHSU AND TSUS POLICIES, RULES AND REGULATIONS

Vendors and persons doing business with the University must comply with state and federal laws as well as SHSU policies and procedures and TSUS Board of Regent Rules and Regulations. All individuals a vendor permits or requires to be on SHSU premises must further comply with all applicable SHSU and TSUS rules, regulations, and policies.

ETHICAL EXPECTATIONS OF SHSU VENDORS

A vendor shall not give, offer to give, nor intend to give at any time any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a University employee that might reasonably appear to influence the employee in the discharge of official duties.

A vendor shall not receive compensation for participation in preparation of specifications, requests for proposal, or formulation of any contract with the University.

A vendor shall not submit a bid/proposal nor contract with the University when the vendor owners or any vendor employees are also employees of the University. Further, should a vendor owner be related in any manner to a University employee, the vendor shall disclose the relationship to the Procurement and Business Services Department during the bid/proposal process and if there is no bid/proposal process, disclosure must be made in advance of negotiation of any contract. If the status of any vendor owner or employee changes during the course of the contract or purchase order, then that relationship shall be disclosed immediately to the Director of Procurement and Business Services.

A vendor shall certify, upon submission of a bid, proposal, or if no bid process, prior to negotiating a contract that the vendor is eligible to receive the contract. If certification is determined to be inaccurate, a vendor shall acknowledge that the contract may be terminated and payment withheld if the certification is found to be inaccurate.

Reporting Violations

Any individual who has information indicating a SHSU employee or vendor doing business with SHSU has not complied or is not complying with this policy may make a report via telephone or through the internet via SHSU's EthicsPoint Hotline. EthicsPoint provides a confidential avenue for reporting concerns about potential waste, fraud, and abuse of resources, the lack of compliance with laws and regulations, or violations of ethical expectations. No effort is made to

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identify the person reporting and no trace of the call is performed. Reports filed through EthicsPoint are forwarded to and investigated by individuals independent from TSUS or SHSU management. Information on the Hotline is located [here](#).

NOTICE TO VENDORS

The University shall provide vendors notice of ethics requirements through posting this policy on the website, reference to the policy in bid solicitations and purchase orders, as well as annual electronic communication annually to current vendors with electronic addresses on file.

Reviewed by: Tessy Rappé, AVP Finance & Operations
 Reneé Starns, Exec. Director Procurement & Business Services

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