

4.0 ETHICS

A. Conflict of Interest

The Colorado School of Mines Faculty Handbook defines the processes to be followed in articulating and resolving conflicts of interest at the University. When the Office of Business Operations has reason to believe that a conflict of interest may exist in the *procurement* of *goods* and *services*, it will direct the affected department to comply with the procedures described in the Faculty Handbook regarding conflict of interest. All possible conflicts of interest must be discussed with the Office of Compliance prior to a *procurement* transaction.

B. Code of Ethics

All parties involved in the negotiation, performance or administration of University *contracts* are bound to act in good faith. Any person employed by the University who purchases *goods* and *services*, or is involved in the *procurement* process for the University, shall be held to the highest degree of trust and shall be bound to the Colorado School of Mines Procurement Code of Ethics included with these rules as [Appendix A](#).

C. Vendor Shows

A vendor show is a product demonstration or exhibit held on campus, to which a vendor invites more than one University department for the purposes of marketing *goods* or *services*. Vendor shows include open houses, product exhibits or product demonstrations. All vendor shows must be approved in advance by the Risk Manager and Director, Business Operations in order to:

- Protect the integrity of the University's *procurement* process;
- Protect the viability of the University-wide price agreements; and
- Ensure fairness to all vendors.

The sponsoring University department shall notify the Risk Manager and Director, Business Operations as far in advance as possible but at least ten (10) business days prior to the vendor show. A product or equipment demonstration to a single University department is not a vendor show. The Risk Manager and Director, Business Operations has the final authority to determine what constitutes a vendor show.