Policy Number: 104
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18
Applicability: All Faculty and Staff
Related Policies: 102, Purchasing Policy Pertaining to the Procurement of Goods & Services

ETHICAL CONSIDERATIONS OF PURCHASING

Purpose:
To set a standard for ethical conduct when sourcing, specifying, and purchasing goods and services.

Policy:
CONFLICT OF INTEREST

Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the University faculty and staff and of Purchasing to take all appropriate steps to assure that the University does not knowingly enter into a purchase commitment which could result in a conflict of interest situation. A conflict of interest exists when some factor (e.g., financial or personal interest in a supplier) interferes or appears to interfere with or influence a purchaser's ability to be completely impartial and loyal to the University's interests. The University's Policy on Conflict of Interest can be viewed at http://www.lehigh.edu/~policy/university/coi.htm and is also printed in the Purchasing Manual.

GIFTS AND GRATUITIES

In accordance with the University Policy on Conflict of Interest, University personnel may not accept any gifts, gratuities, or entertainment from suppliers doing business or wishing to do business with the University, of more than a nominal value.

PERSONAL PURCHASES

The University will not purchase, with its own funds, any supplies, or equipment for the personal use of the University staff nor will arrangements be made by Purchasing to create any buyer-seller arrangements between staff members and University suppliers. Suppliers, however, may, at their own discretion, extend University discounts and/or contract rates to University staff on personal purchases. This information can be found on the Purchasing website under the "For Faculty and Staff" section.

Keywords: Conflict of Interest, Code of Ethics, Gifts