

SECTION 400.13.02
CONFLICT OF INTEREST

In accordance with SBHE 611.4, no governing board, nor any member, employee, or appointee thereof, shall be pecuniary interested in or concerned directly in any public contract, either verbal or written, that may be entered into by such person. LRSC is responsible for identifying and monitoring potential conflict of interest situations involving the expenditure of college funds. In order to monitor these situations, it is necessary that employees identify for LRSC any business entity in which they have a business interest and notify the Human Resource Office anytime they are involved in purchasing decision involving that entity, including preparation of product specifications.

An employee who knowingly or intentionally has a pecuniary interest in or derives a profit from authorization of a contract or purchase by the institution that the employee serves, commits a conflict of interest and is subject to disciplinary or dismissal action.

It is the intention of this policy that it is applicable to a broader range of contracts than that included in section 48-02-12, N.D.C.C., which applies to public building construction and repair contracts.

Each employee is asked to conduct themselves according to the Purchasing Code of Ethics, as indicated below, in all duties relating to purchasing goods and services for Lake Region State College.

1. Give first consideration to institutional policies and objectives.
2. Obtain the maximum value for each dollar expended.
3. Demand honest in sales representation whether offered through oral or written statements, advertising or product samples.
4. Grant all competitive bidders equal consideration; regard each transaction on its own merit. Promote fair, ethical and legal trade practices.
5. Cooperate with trade and industrial associations, government and private agencies engaged in promoting and developing sound business methods.
6. Use, only by consent, the original ideas and designees devised by one vendor for competitive purchasing purposes.
7. Be willing to submit any major controversy to arbitration where applicable or permissible.
8. Decline personal gifts or gratuities.
9. Accord a prompt and courteous reception to everyone calling on legitimate business.

History

Administrative Council Approved Update 07/07/15