

# CODE OF ETHICS



## Code of Ethics (OAR 580-061-0000)

- The following Code of Ethics shall act as a guideline for employees to follow in contracting and purchasing. Employees will:
  1. Give first consideration to the objectives and policies of Western Oregon University;
  2. Strive to obtain the best value for expenditures;
  3. Fairly consider prospective contractors/vendors insofar as state or federal statutes and institutional rules and policies require;
  4. Conduct business in an atmosphere of good faith;
  5. Demand honesty in representation made by prospective contractors/vendors;
  6. Promote competition by encouraging the participation of Oregon businesses, emerging small and minority-owned and women-owned businesses, and Qualified Rehabilitation Facilities;
  7. Comply with the applicable provisions of ORS Chapter 244 and other applicable rules and policies on conflict of interest that may be more restrictive, including declining personal gifts or gratuities from any current or potential supplier of goods or services to Western Oregon University;
  8. Refrain from having financial interests incompatible with the impartial, objective, and effective performance of duties. Activities that may create a conflict of interest must be addressed in accordance with the procedures outlined in Western Oregon University's Internal Management Directives and other applicable rules and policies;
  9. Receive the written consent of the originator of proprietary ideas and designs before using them;
  10. Foster fair, ethical, and legal trade practices; and
  11. Execute the Western Oregon University's Conflict of Interest Statement before any person may participate in the evaluation or selection of a contractor or vendor under a Formal Procurement process.
  12. On an annual basis, sign a statement that the employee has reviewed and will comply with this Code of Ethics.
- This Code is for Western Oregon University internal use only and creates no obligations enforceable by contractors, proposers, bidders, or other parties doing business with an institution, nor may it be used by contractors, proposers, bidders, or other parties doing business with an institution who are challenging actions taken by an institution or its officers, employees, or agents. This code may not be the only statement on ethics applicable to an employee.

Employee  
Signature \_\_\_\_\_ Date \_\_\_\_\_