



HOUSTON COMMUNITY COLLEGE ETHICS POLICY

It is imperative that the Houston Community College family refrain from directly or indirectly accepting for themselves, or for another, any gift, favor, or item (tangible or intangible) that provides a personal benefit from a person, or firm that does business, or seeks to do business with the college.

It is highly recommended that the HCC family follow the principals and standards of ethical supply management defined by the Institute of Supply Management (formally known as the National Association of Purchasing Management). The principals are as follows:

- 1) Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- 2) Demonstrate loyalty to the employer by diligently following the lawful instructions of the employer, using reasonable care and granted authority.
- 3) Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of the employer.
- 4) Avoid soliciting or accepting money, loans, credits, or preferential discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence supply management decisions.
- 5) Handle confidential or proprietary information with due care and proper consideration of ethical, legal ramifications, and governmental regulations.
- 6) Promote positive supplier relationships through courtesy and impartiality.
- 7) Avoid improper reciprocal agreements.
- 8) Know and obey the letter and spirit of laws applicable to supply management.
- 9) Encourage support for small, disadvantaged, and minority-owned businesses.
- 10) Acquire and maintain professional competence.

If you are aware of any ethical violations as it relates to Procurement, Contracting, Vendor Relationships etc, please notify the HCC General Counsel Office at (713) 718-7514.