

POLICY

Effective Date: July 1, 2018

Approved by:

Exec. Vice President Finance & Administration/CFO
& Chief Procurement Officer

Authority: [LAC 34:XIII.501](#)

See Also:

[RS: 42:1170](#) (*Louisiana Code of Governmental Ethics*)

[PS-98](#) (*LSU Financial Conflicts of Interest in Research*)

POL-U2303.C Conflict of Interest in Procurement

All parties involved in the procurement process, contract administration or contract performance are bound to act responsibly, fairly and in good faith. Any person acting for the university in the procurement process shall be held to the highest degree of integrity, honesty and trust and shall be bound by the Louisiana Code of Governmental Ethics, LSU's Financial Conflicts of Interest in Research Policy Statement, the University Procurement Code and this policy.

Definitions

1. *Employee* - all University employment relationships including faculty, other academic, unclassified, classified, student and others.
2. *Financial Interest* - income, honoraria or other payment for services (such as payment for consulting), equity (such as stock, stock options or other ownership interests, and royalties).
3. *Relative* - a spouse, children, grandchildren, parents, grandparents, brothers, sisters (including half-brothers and half-sisters), nieces, nephews, or in-laws of the employee.

An employee must not be in a position to make a decision for the university in which his or her financial interests or professional association may be used to directly influence or affect the outcome.

The procurement of goods or services using University or sponsored funds from a privately-held business, in which an employee or his/her relative has a financial interest or may directly benefit from such purchase is a potential procurement conflict of interest.

Employees must not accept gifts, entertainment, meals or travel that might directly or indirectly influence the employees' business judgements or decisions, or that might give the appearance of impropriety.

Employees must disclose any potential conflict of interest or impropriety as it relates to the relationship or activities between the employee who selected the supplier and the proposed supplier. This disclosure must be made as soon as it is identified to Procurement Services prior to the purchase.

Non-Compliance

Disciplinary action for those violating ethical business standards will be taken in accordance with applicable University policy, up to and including the termination of employment.