



Code of Ethics for Business Support Services & Purchasing Division Employees

Introduction

In this age of accountability, activities and conduct of the Business Services office and the Purchasing office, staff are subject to greater scrutiny / criticism than ever before. It is understood that the actions of Business Services and the Purchasing office staff are observed / appraised by administration, clients, fellow professionals, and members of the community.

Harris County Department of Education ("HCDE", "Department") Business Support Services and Purchasing Division employees are professional and dedicated to public service. By assuming the responsibility of providing leadership and the expertise to maintain exemplary standards of professional conduct, they will strive to gain and continue to earn the public's trust and confidence.

Objective

The management of the Business Support Services and Purchasing Division is dedicated to making ethical and lawful choices by providing a structured code of ethics for its personnel to follow. Business Support Services and Purchasing Division employees shall model and promote ethical behavior to all HCDE employees through their behavior.

Applicability

The Code of Ethics for Business Support Services and Purchasing Division Employees, ("Code of Ethics") is applicable to all HCDE Business Support Services and Purchasing Division employees.

Principles and Standards

Business Support Services and Purchasing Division employees are responsible for adhering to and promoting the following principles and standards:

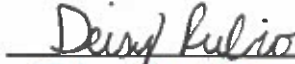
- ✚ Professional Conduct – They shall study, understand, and abide by both the letter and the spirit of legislation, governing regulations, board policies, approved professional practices, and recommended standards. They shall refrain from any actions or activities that give the appearance of moral impropriety.

- ✚ Honesty and Ethical Behavior in Professional Relationships – They shall not knowingly be a party to or condone any illegal or improper activity.

Statement of Certification

I, ___(Procurement Office___, hereby acknowledge that I have thoroughly read the Code of Ethics for Business Support Services and Purchasing Division Employees and will, to the best of my ability, adhere to the Code of Ethics in my everyday work activities. I understand and agree to abide to the established principles and standards.

Date: May 9, 2024

Signature: 	Title:Asst Supt for Business/CPO
Signature: 	Title: Procurement Director
Signature: 	Title:Procurement Manager
Signature: 	Title:Contract Manager
Signature: 	Title:Procurement Coordinator
Signature: 	Title:Buyer
Signature: 	Title:Contract Specialist
Signature: 	Title:P Card Specialist
Signature: 	Title:Procurement Specialist