4.0 ETHICS

A. Conflict of Interest
The Colorado School of Mines Faculty Handbook defines the processes to be followed in articulating and resolving conflicts of interest at the School. When the Office of Business Operations has reason to believe that a conflict of interest may exist in the procurement of goods and services, it will direct the affected department to comply with the procedures described in the Faculty Handbook regarding conflict of interest. All possible conflicts of interest must be discussed with the Office of Business Operations prior to a procurement transaction.

B. Code of Ethics
All parties involved in the negotiation, performance or administration of School contracts are bound to act in good faith. Any person employed by the School who purchases goods and services, or is involved in the procurement process for the School, shall be held to the highest degree of trust and shall be bound to the Colorado School of Mines Procurement Code of Ethics included with these rules as Appendix A.

C. Vendor Shows
A vendor show is a product demonstration or exhibit held on campus, to which a vendor invites more than one School department for the purposes of marketing goods or services. Vendor shows include open houses, product exhibits or product demonstrations. All vendor shows must be approved in advance by the Director of Business Operations in order to:

- Protect the integrity of the School’s procurement process;
- Protect the viability of the School-wide price agreements; and
- Ensure fairness to all vendors.

The sponsoring School department shall notify the Director of Business Operations as far in advance as possible but at least ten (10) business days prior to the vendor show. A product or equipment demonstration to a single School department is not a vendor show. The Director of Business Operations has the final authority to determine what constitutes a vendor show.