

Appendix A

Responsibilities of Purchasers and Conflict of Interest Standards

All individuals conducting purchasing activities on behalf of SIBCR **must** avoid real or apparent conflicts of interest in their purchasing decisions, including but not limited to the following:

<ul style="list-style-type: none">• Avoid the intent, appearance, and conduct of unethical or compromising practice in relationships, actions, and communications, including with affiliates.
<ul style="list-style-type: none">• Demonstrate loyalty to SIBCR by diligently following the applicable laws, policies and procedures using reasonable care and only the authority granted as an agent purchasing on behalf of SIBCR.
<ul style="list-style-type: none">• Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of SIBCR. A conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
<ul style="list-style-type: none">• Avoid procuring goods or services from a vendor who participated in advising, developing or drafting the request for proposals or bidding criteria. Vendors who participate in developing or drafting these components are excluded from competing for such procurements.
<ul style="list-style-type: none">• Refrain from soliciting or accepting money, loans, credits, gratuities, favors, anything of monetary value, or prejudicial discounts; such as the acceptance of material gifts or entertainment, or any kind of favors or services from present or potential suppliers that might influence, or appear to influence procurement decisions.
<ul style="list-style-type: none">• Handle information of a confidential or proprietary nature to SIBCR and/or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations. Bids and quotes submitted to SIBCR are to be held in the strictest confidence.
<ul style="list-style-type: none">• Promote positive supplier relationships through courtesy and impartiality in all phases of the procure-to-pay cycle.
<ul style="list-style-type: none">• Do not use SIBCR vendor accounts for personal purchases, or use SIBCR buying power for personal benefit.

If an individual believes that they may have a real or apparent conflict of interest, the individual must promptly and fully disclose the conflict to their supervisor and suspend participation on the purchase until the conflict question has been resolved. The supervisor is responsible for documenting the conflict and elevating it to the SIBCR Director of Finance. The supervisor in conjunction with other relevant offices will assess the conflict and determine if the purchaser can resume participation or if a management plan is needed. This section is not meant to replace or detract from the existing SIBCR Financial Conflict of Interest Policies.

Violations of the above standards will be considered serious misconduct and will be referred to the appropriate office for disciplinary action.