

PHYSICAL PLANT **OPERATING POLICY AND PROCEDURE**

PP/OP 05.06: Conflict of Interest Statements

DATE: January 27, 2011

PURPOSE

The purpose of this Physical Plant Policy and Procedure (PP/OP) is to establish a policy and procedure that helps to ensure the honesty and integrity of employees is protected from conflict of interest. This process is for the protection of all Texas Tech University Physical Plant employees.

REVIEW

This PP/OP will be reviewed in July of every four years by the associate director for business office and material resources for physical plant and recommendations forwarded to the managing director for physical plant.

POLICY/PROCEDURES

1. Code of Ethics and Conflict of Interest Statement

Upon time of employment, the physical plant resource office will ensure that all physical plant employees sign a Code of Ethics and Conflict of Interest Statement (see Attachment A). These forms will be placed in the employee's file.

2. Vendor Relationship Disclosure Form

A. Upon time of employment, any physical plant employee at the foreman level and above involved in procurement decisions will be required to additionally complete the Vendor Relationship Disclosure form (see Attachment B). Each employee will be required to update these forms on an annual basis.

B. The associate director for business office and material resources is responsible for ensuring that employees in these positions update the information on the Vendor Relationship Disclosure form on an annual basis.

C. This information will then be reviewed by the appropriate level of management for appropriate action, if necessary.

RESPONSIBILITIES

POSITION

SECTION

MONTH

Associate Director for
Business Office and Material Resources

Review

January
(Every Four Years)

APPROVED: _____
Reviewer

APPROVED: _____
Director for Physical Plant