



Purchasing Services Office, 801 Leroy Place, Brown Hall, Socorro, NM 87801
Telephone: 575-835-5888 Facsimile: 575-835-5887

**Employee Disclosure Statement
Conflict of Interest**

1. Management, employment, consulting, and/or contractual activities with, or ownership interests in, a business entity that does business with New Mexico Tech.
2. Management, employment, consulting and/or other contractual activities with, or ownership interest in, a business entity that competes with the New Mexico Tech by providing services similar to those provided by New Mexico Tech.
3. Required use at New Mexico Tech of books, supplies, equipment, or other instructional materials created or published by the employee, or by an entity in which the employee or a family member has a financial interest.
4. Professional compensated activities, including but not limited to, royalties, honoraria beyond actual travel expenses, teaching at another university, or employment as an expert witness.
5. Business activities, including service on the board of directors, officer, partner, trustee, manager, director, or other management interests or positions.
6. Any employment (including self-employment), community service, contractual relationship, or financial interests of the employee which may create a continuing or recurring conflict between the employee's interests and the performance of the employee's public responsibilities and obligations, including time commitments.
7. Identify any intellectual property rights you hold and/or any outside activity in which you are required to waive rights to intellectual property.

8. Outside activities and financial interests required to be reported under federal contract and grant regulations, i.e., outside ventures (including publicly held corporations) in which you or your family members hold more than a 5 percent financial interest, or hold equity interests exceeding \$10,000.00. These may include stocks, stock options, or other ownership interests.
9. Candidacy, election or appointment to a public office (public office is defined as an appointment to a Board or Commission, or a position in state government or any political subdivisions thereof, i.e., judge, commissioner, regent, etc.).
10. Gifts, favors or gratuities for personal benefit accepted by an employee or family member from a person or business you know to be doing business with, or attempting to do business with, the Institute.
11. Any outside activities or internal activities, not otherwise required to be reported above, which the employee should reasonably conclude may create an actual or apparent conflict of interest or time commitment.

Please provide the paragraph number and a written narrative describing any relationship.

Signature

Date

Principles of Ethical Conduct

1. Procurement professionals are expected to exercise and demonstrate personal and professional honesty and to respect the rights, values and contributions of others.
2. Procurement professionals are expected to be aware of and comply with relevant laws, regulations, contract requirements and New Mexico Tech policies and procedures. An unethical practice should never be condoned on the grounds that it is “customary” or that it serves a worthy goal.
3. Individuals with access to confidential, proprietary or private information must never use or disclose such information except where authorized or legally obligated to do so.
4. Procurement professionals are responsible for avoiding, where possible, real or potential conflicts of interest and commitment between personal and professional responsibilities, including relationships that have the appearance of a conflict.
5. New Mexico Tech’s interests should be foremost in all official decision-making and employees and others acting on behalf of the New Mexico Tech shall remove themselves from decision-making roles that involve them in any personal capacity or which involve their friends or family members.
6. All individuals acting on behalf of New Mexico Tech have a responsibility to ensure that funds and other assets received are used in an ethical manner. Assets of New Mexico Tech (including personnel), whether tangible or intangible, may not be used for illegal purposes or personal gain.
7. Procurement professionals shall strive to disclose information, including financial information, completely and accurately.
8. Procurement professionals shall be responsible and ethical if approached by any entity requesting the individual deviate from the New Mexico State Statutes, the Federal Acquisition Regulations (FAR), or the policies of New Mexico Tech. Any such requests should be reported to the Purchasing Services Office.
9. Any procurement professional found to be in violation of these ethics is subject to disciplinary action which may be a formal reprimand or even termination depending on the severity of the offense.

Conflicts of Interest

Conflicts of interest occur when there is a competition between a procurement professional's private interests and the individual's professional obligations to New Mexico Tech such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by any considerations other than the interests of New Mexico Tech.

Examples of conflicts of interest may include but are not limited to:

- The presence of a real or apparent incentive for the individual to decide an issue in such a way as to have the opportunity for a financial interest in the result.
- An individual having a significant financial interest in a concern that is in direct competition with the interests of New Mexico Tech.
- Procuring goods or services for New Mexico Tech from a concern in which a New Mexico Tech regent, administrator, faculty or staff member or member of their family has a significant financial interest.
- Using New Mexico Tech resources or staff for non-Tech projects or granting external entities access to the same, in more than an incidental way, unless permission has been given and the activity benefits the Institute.
- Reviewing proposals or bids from family members, or those with whom the individual has a close, professional relationship, or from an entity in which the individual has a significant financial or management interest.