



**Policy 2.25**  
**Ethical Guidelines**

**Responsible Official:** Vice President for Finance/Chief Financial Officer

**Administering Division/Department:** Procurement Services

**Effective Date:** March 21, 2007

**Last Revision:** February 01, 2013

**Policy Sections:**

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**Policy Details**

**2.25.1 Ethical Statement**

Procurement Services adheres to the highest ethical principles of the University and fosters and promotes fair, ethical, and legal trade practices.

**2.25.2 Conflict of Interest**

Employees of Emory University who act on its behalf are required to avoid all business and financial relationships, transactions or activities that may constitute, or appear to constitute, a conflict of interest. Employees must not use their University position to influence outside organizations or individuals for the personal, financial or professional benefit of themselves, their family members, or others with whom they have a personal relationship.

**2.25.3 Gratuities**

Employees are prohibited from accepting gratuities or special favors from any vendor, potential vendor or contractor seeking to do business with Emory. This does not include the acceptance of items of nominal or minor value (\$40.00 or less) that are clearly tokens of respect or friendship and are not related to any particular transaction or activity of the University, nor does it include business-related social events where the employee is representing the University's interest.

**2.25.4 Purchases for Employees**

It is the policy of the Procurement Services not to permit the expenditure of University resources to acquire goods and services for the personal use of University employees.

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/2.25>

**Contact Information**

| Subject | Contact              | Phone        | Email              |
|---------|----------------------|--------------|--------------------|
|         | Procurement Services | 404-727-5400 | e-market@emory.edu |

**Revision History**

- Version Published on: Mar 27, 2007
- Version Published on: Mar 27, 2007 (*Original Publication*)

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