



Policy 2.25 Ethical Guidelines

Responsible Official: VP for Finance
Administering Division/Department: Procurement Services
Effective Date: March 21, 2007
Last Revision: March 27, 2007

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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.

For complete information, please reference: [Emory University Human Resource Policies and Procedures manual](#).

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

No previous versions of this policy were found.