

Conflicts of Interest

A conflict of interest is... when we find ourselves in a situation where the judgment or decision of employees and/or teachers could be influenced by personal or third parties' interests, compromising the impartial compliance of objectives of their position and the Institution's.



In order to guide and direct our behavior, guideline 5 in our Ethics Code establishes: **"We avoid all types of conflicts of interest and, should they arise, we inform the corresponding authorities"**.

Which situations ARE a conflict of interest?

Having a family or personal bond with an employee or supplier who works in the same department.

Using the resources and institutional relationships you have access to for personal benefit.

Being the leader of a family member or being work dependent of a family member.

Providing confidential information of our Institution to third parties, with or without personal benefit.

Proposing and/or selecting a person or company as supplier, with whom you have a personal or family bond.

Receiving offers with personal benefit to hire a supplier.

Providing services to other persons or institutions using Institutional material resources, tools, employees, or information.

Purchasing, selling, or obtaining products or services for the Institution from companies whose owners are board members, teachers, employees, former directors, or former employees.

Which situations ARE NOT a conflict of interest?

In processes related to acquisitions or commercial relationships, board members and immediate family, as well as organizations of their ownership, can participate without preference over other value partners in competitive processes.

Accepting legitimate promotional articles, or hospitalities, when their value does not exceed \$500 pesos (MXN), thanking and stating that it was not necessary.

How to avoid conflicts of interest?

To prevent these conducts it is important to:

- 1 Identify the conflict and with it the operating mechanisms that bias us to act incorrectly.
- 2 Inform our direct leader or the people in charge that we are facing a conflict that prevents us from making an impartial decision.
- 3 Declare the conflict of interest to the e-mail: conflictosdeinteres@servicios.tec.mx
- 4 Move away from the situation.

Why should conflicts of interest be stated?

Stating the conflict of interest helps us to manage it correctly. Even when you have stated it in previous years through the course "my Commitment to integrity", it is necessary to record it every year and to state it whenever it arises through the e-mail: conflictosdeinteres@servicios.tec.mx



Having a conflict of interest is not a breach of integrity, but not stating it, is.