

## Conflict of Interest

All decisions and actions by college employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. Conflict of interest includes any situation in which a person having work responsibilities for the college is empowered to make decisions on behalf of the college from which authority he or she can potentially benefit personally, directly or indirectly, from an entity or person conducting business with the college or the college itself. Therefore, in the event that a college employee may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, the employee must do the following:

1. Disclose clearly and fully in writing to his or her supervisor the nature of the decision or transaction and the potential conflict of interest.
2. Refrain from participation (acting individually or as a member of a group) in the college's consideration or processing of the transaction.

Examples of the potential for a conflict of interest include, but are not limited to, the following:

- An employee, a family member or friend has an existing or potential financial or other interest which impairs (or might appear to impair) independent, unbiased judgment in the discharge of responsibilities to the college
- An employee is employed by both the college and an organization that supplies products or services to the college, and that employee might influence the use or purchase of those products or services
- A college employee, friend, or family member stands to benefit from a particular transaction or vendor relationship
- College materials, supplies or services are used for anything other than college-related activities; or confidential or privileged information acquired at the college is used by an employee in an outside activity.

Any personal gifts or services from vendors with values exceeding \$100 must be approved by the Division Officer prior to acceptance. Also, 1) if an employee owns more than one percent of the stock of a publicly owned corporation, or if the stock is valued at more than \$5,000; and 2) if that corporation has a relationship with the college, the employee must disclose this ownership to the Division Officer for the college's consideration as to appropriate action.