

**MOTT COMMUNITY COLLEGE
CONFLICT OF INTEREST DISCLOSURE FORM**

Mott Community College board policy requires employees to avoid actual and the appearance of conflicts of interest. A conflict of interest exists when an employee (staff or faculty member) or family member:

- conducts business with the institution;
- uses institutional resources to promote his or her individual or family financial or other interest;
- uses confidential information about the institution to promote his or her individual or family interest;
- has a relationship with a competing institution;
- gains financially from an institutional transaction;
- assists an outside entity to benefit financially or otherwise from the institution in a manner not available to that entity's competitors;
- lends or borrows money or property from an entity or person who conducts business with the institution;
- receives gifts from an individual or entity who conducts business with the institution;
- accepts gifts or perks from the institution not readily available to other members of the institutional community;
- promotes or participates in social or political agendas or campaigns which could have a detrimental effect on the institution.

These are broad statements that reflect many, but not all, of the actual and potential conflicts of interest prohibited by board policy.

Please disclose any actual or potential conflicts of interest below:

I understand and acknowledge that I am obligated to adhere to Board Policy 5808.

Signature: _____

Date: _____

Print Name: _____

5808 Conflict of Interest

General: Employees must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective and effective performance of their duties.

The following basic policy statements apply:

1. No employee shall place themselves in situations or positions or otherwise incur an obligation of any nature which shall preclude them from performing their duties and responsibilities in the best interest of the College.
2. No employee may use his or her position with the College or information obtained during employment in a manner that may create a conflict, or the appearance of a conflict, between the employee's personal interest and those of the College.
3. This policy establishes only the framework within which the Board wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of conduct. Employees should contact the Legal Department or their immediate supervisor for more information or questions about conflicts of interest.
4. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision or transaction in connection with or arising from the business dealings and relationships of Mott College, that may result in a benefit or personal gain for that employee or for a relative.
5. Employees cannot use for personal gain, or for the benefit of their relatives, information that was obtained as a result of their service to the College; similarly, employees cannot exploit any business opportunity in which the employee knows or reasonably should know the College is or would be interested, unless the College first consents thereto in writing. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
6. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their immediate supervisor as soon as possible the existence of any actual or potential conflict of interest by submitting the Conflict of Interest Disclosure Form so that safeguards can be established to protect all parties. The supervisor must promptly review the disclosure form and determine those interests which are in conflict and which, if any, can be resolved.
7. All managers and supervisors and any other employee who purchases goods or services for the College or who enters into or administers contracts on behalf of the College must complete and file an annual Conflict of Interest Disclosure Form with their immediate supervisor and this form must be filed in the employee's personnel file in Human Resources.
8. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Mott College does business, but also when an employee or relative receives any income, kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Mott College.