

**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 are expected to maintain relationships and practices in their College activities that are legal, ethical, and morally correct. Accordingly, 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. Employees must not place themselves in situations or positions, or otherwise incur an obligation which might preclude them from performing their duties and responsibilities in the best interest of the College.
2. Employees must not use his or her position with the College, or information obtained during employment, in a manner that might create conflict, or appearance of a conflict, between the employee's personal interests and those of the College.
3. 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 the College, which could result in a benefit or personal gain for that employee, an employee's relative, or for a close friend. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the 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 the College. Employees must not use information obtained as a result of their service to the College for personal gain, or for the benefit of their relatives or close friends. Similarly, employees must not 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 who has a membership in the same household as an employee, including domestic partners; or who has an intimate relationship with an employee; or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
4. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, the best way to ensure propriety and avoid even the semblance of wrongdoing is for all employees to follow a practice of full prior disclosure, by submitting a Conflict of Interest Disclosure Form to their immediate supervisor, of any association, relationship, business arrangement, or circumstance that might suggest to disinterested and objective individuals that decisions were made contrary to the best interest of the College and for personal gain or the gain of family, close friends or non-College business associates at the expense of the College. Interests and actions that might otherwise be questionable may be judged to be entirely proper if the rule of prior disclosure is followed. The supervisor must promptly review the disclosure form and determine those interests which are in conflict and which, if any, can be resolved.
5. Any 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.

LEGAL REF: MCL 389.103 and MCL 423.201 et seq., as amended

Reviewed: September 21, 2009

Approved: October 26, 2009