

## **BIRMINGHAM-SOUTHERN COLLEGE CONFLICT OF INTEREST POLICY AND STATEMENT**

The Board of Trustees of the College has adopted the following Conflict of Interest policy. The implementation of the policy requires all employees to sign the Conflict of Interest Statement listed below.

### **CONFLICT OF INTEREST POLICY**

**A. College Related Business** – All employees of the College have an obligation to conduct College-related business, activities, and relationships without actual or apparent conflicts of interest. A financial interest is not necessarily a conflict of interest. An employee who has a financial interest may have a conflict of interest only if the appropriate committee decides that a conflict of interest exists. Employees shall take necessary precautions to avoid any actual or apparent conflicts of interest. Conflict of interest occur when an employee is in a position to influence a decision that may result in a direct or indirect personal gain for that employee, or a family member, friend or associate as a result of the College's business dealings. Business dealings with suppliers, vendors, donors and other third parties should not result in unusual gains for those suppliers, vendors, donors, other third parties, or College employees. These gains include: bonuses, fringe benefits, promises of employment, bribes, kickbacks, or other windfalls designed ultimately to benefit either the supplier, vendor, donor, other third parties, and/or the employee involved. College employees shall refrain from accepting gifts, trips, or favors of monetary value in excess of \$100. Any College employee who has any influence on transactions involving purchases, contracts, leases, or business matters must make full disclosure of the existence of actual or apparent conflict of interest to the Department Head and the Associate Vice President for Human Resources as soon as possible so that appropriate safeguards can be established. Vice Presidents of the College should disclose this information to the Director of Human Resources for review by the Budget Committee. In addition, the employee must refrain from further participation in the transaction until the actual or potential conflict can be reviewed and resolved.

**B. Outside Employment** - Full-time employment at the College is expected to be an employee's primary job. For full-time faculty, pursuant to Section III.E.2. of the Faculty Handbook, a full-time faculty member may, upon approval of the Provost and the appropriate Area Chair, be gainfully employed by an off-campus agency for not more than one work-day equivalent per week (Monday through Friday), defined as extending from 8:00 a.m. to 4:30 p.m. Hours devoted to gainful self-employment are subject to the same restriction. Consistent with established limitations on outside employment, external obligations, financial interests, and activities of all employees must be managed so there is no interference with the employee's primary obligation and commitment to the College. However, outside employment is allowed if the employment does not interfere with work at the College, violate the College's policies, bring discredit to the College, or conflict with the policies, interests and mission of Birmingham-Southern. All employees considering or engaged in outside business or employment activities must disclose such activities, as follows:

1. All staff employees must disclose to the Associate Vice President for Human Resources and Vice President of the area, in writing. The Associate Vice President for Human Resources and Vice President for the respective area may request additional information deemed necessary to evaluate the disclosure, and have final authority to confer and determine if a conflict of interest exists.
2. All faculty employees must disclose to the Provost and Area Chair, in writing. The Provost and Area Chair, in consultation with the Associate Vice President for Human Resources, may request additional information deemed necessary to evaluate the disclosure, and have final authority to confer and determine if a conflict of interest exists.

If a conflict of interest is deemed to exist, a conflict management plan may be considered and agreed upon between the College and employee. If a management plan is insufficient to mitigate the conflict to avoid detriment to the College, or a plan cannot be agreed upon, the College may disapprove of the business or employment activity.

**C. Disciplinary Action:** Failure to adhere to the above policies will result in disciplinary action pursuant to applicable College policies or the Faculty Handbook. If the College deems the existence of a conflict of interest to be contrary to the above guidelines, then the employee's job assignment may be changed or disciplinary actions up to and including termination procedures may be initiated.

**D. Annual Notice and Disclosure.** All faculty and staff employees shall be required to submit the Conflict of Interest Statement annually. All employees have a continuing obligation to disclose potential conflicts as they arise.

### **Conflict of Interest Statement**

I have read, understand, and agree to abide by the terms and conditions of the policy as stated above.

- I do not have an actual or apparent conflict of interest.
- I may have a conflict of interest and I have attached supporting documentation for review and decision.

Name (**Please print**): \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_