



## **Conflict of Interest (HR-20)**

The University encourages activity that contributes to a high quality of life as long as such activity is not in conflict with the duties that employees have to the University.

Employees may not engage in activities that interfere with fully performing their position duties and responsibilities at the University. You are expected to avoid situations in which your judgment in making decisions or taking actions on behalf of the University may be adversely affected by personal consideration or situations where your position performance, loyalty, or stewardship to the University is compromised.

The following guidelines are intended to help ensure that the University receives from its employees the amount and quality of effort, judgment, and loyalty that are necessary for the University to accomplish its objectives in ways that are consistent with its standards of excellence.

You must inform your supervisor and receive written approval before engaging in any outside activities that pose the potential for conflict of interest, for example:

- Employment outside of the University (for full-time employees);
- Contract with the University as an outside vendor;
- Employment within the University in addition to your primary employment;
- Contract with vendor with whom you maintain a personal relationship; or
- Outside business, philanthropic, community, political, or other interests or activities that may impact your work commitment or the use of University facilities or supplies.

According to University policy, employees must report such activity to their supervisor. Please utilize the attached form for that purpose.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Outside Activity (explain fully): \_\_\_\_\_

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\_\_\_\_\_  
Employee Signature

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Supervisor Signature

*Please complete and provide a copy of this form to the Human Resources Office.*