

NUMBER: 307
SUBJECT: CONFLICT OF INTEREST
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
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307.1 – POLICY

Bridgerland Technical College (BTECH) employees should not realize personal gain in any form which improperly influences the conduct of their duties. Employees will not knowingly use BTECH property, funds, position, or power for personal, financial, or political gain, or engage in any activity, financial or personal, which may disadvantage the College. Employees are required to complete a Disclosure Statement of Possible Conflict of Interest Form (sample included) for all reasonably foreseeable potential conflicts of interest.

This policy does not intend to deny any employee opportunities available to all other citizens of the state to acquire private, economic, or other interests so long as this does not interfere with the full and faithful discharge of his or her duties as an employee of BTECH, or disadvantage BTECH in any manner. It should be neither to an employee's advantage nor disadvantage to be an employee of the College when engaging in any transaction or situation that is available to all other citizens.

Conflicts of interest are not necessarily unwarranted, unethical, illegal, or are they always avoidable. It is the failure to disclose conflicts or potential conflicts to appropriate authorities; to continue to engage in a conflict after disapproval by appropriate authorities; or to further conduct oneself in a manner that unethically hurts, hinders, or disadvantages BTECH that must be avoided. Employees are obligated to avoid conflicts of interest where possible.

Please refer to [Utah Code 67-16-1 et. seq.](#), "Utah Public Officers and Employees' Ethics Act," for further information. Also refer to Section 300.327, Intellectual Property, of the Policy Manual.

(Sample Form)

Disclosure Statement of Possible Conflict of Interest

Pursuant to Utah Code 67-16 and in compliance with Bridgerland Technical College Employee Conflict of Interest Policy (reference attached policy), I do hereby declare that I may have a possible conflict of interest, and I am hereby disclosing to the President and the public this possible conflict. This disclosure is intended to strengthen the public confidence in the College and its employees and is not in any way an indication that I have done or intend to do anything improper.

1. *Employee Name:* _____

Employee Address: _____

2. *Person or business entity with whom a conflict of interest may exist.*

Name: _____

Address: _____

3. *Brief description of involvement or interest with the individual or business entity named.*

(Use the back of this form or attach additional sheets if necessary.)

Signed: _____ *Position:* _____ *Date:* _____

(This form must be completed within ten (10) days of the earlier of the date of any agreement between the employee and person or business being assisted or the date of receipt of compensation from the same entity.)

307.2 – PROCEDURE

The purpose of this procedure is to set forth standards of conduct for employees of Bridgerland Technical College in areas where there are actual or potential conflicts of interest between their public duties and their private interests. This procedure is intended to strengthen public confidence in the College and its employees and for the protection of College employees should BTECH do business with their own or a related firm/entity. The procedure is based on state law (Utah Code §67-16) and Policy 307.1 above.

307.2.1 – No employee of Bridgerland Technical College will:

- (a) improperly disclose confidential information acquired by reason of his or her official position or use such information for his or her or another's private gain or benefit; or
- (b) use or attempt to use his or her official position to secure special privileges or exemptions for himself or herself or others.

307.2.2 – In order to protect College employees from being accused of engaging in business activities that might be considered a possible conflict of interest and to strengthen public confidence in the College, a written statement will be filed with the Campus President from any employee who:

- (a) accepts other employment, which he or she might expect would impair his or her independence of judgment in the performance of his or her public duties, or would interfere with the ethical performance of his or her public duties;
- (b) accepts any gift, compensation, or loan because of past, present, or future action directly affecting the donor;
- (c) initiates business dealings on behalf of the College with any business or individual from whom the employee receives compensation or gifts in any form (*an occasional non-pecuniary gift with less than a \$50 value does not apply*); and
- (d) owns or partially owns or is related directly to the owner or partial owner of any business that also conducts business dealings with the College.

307.2.3 – Statements filed with the President under 307.2.2 above will be signed by the employee and contain:

- (a) the name and address of the College employee involved;
- (b) the name and address of the person or business entity with which a conflict of interest may exist; and
- (c) a brief description of the employee's involvement or interest with the individual or business entity named.

307.2.4 – The statement will be filed within ten (10) days of the earlier of:

- (a) the date of any agreement between the employee and the person or business entity being assisted; and
- (b) the receipt of compensation from that entity.

307.2.5 – The statement is public information and will be available for examination by the public unless it is specifically classified as protected information following the rules and regulation of the Governmental Records Access and Management Act and the President.

307.2.6 – Penalties for violation of this procedure may include dismissal from employment, other appropriate disciplinary action, and/or criminal prosecution. Additionally, the College may rescind or void any contract or subcontract entered into as a result of actions prohibited under this procedure and do so without returning any part of the consideration that the College may have received.