Section: Policy Statement – General and Administrative

Subject: Conflict of Interest Statement for Employees

Purpose: To make employees aware of their responsibilities regarding conflict of interest in the workplace, and to protect the exclusive right and integrity of information, services and various interests of the University Center.

New/Revised:

Board Adoption Date: July 10, 2000

I. Legal Requirements

Section 89006 of the California Education Code reads as follows:

"It is unlawful for any person to utilize any information, not a matter of public records, which is received by that person by reason of his or her employment by, or contractual relationship with, the Trustees, the California State University, or an auxiliary organization of the California State University as defined in Section 89033, for personal pecuniary gain, not contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is received."

II. Definition

A conflict of interest is any situation in which an employee has a personal economic interest with the potential of being in conflict with the best interests of the University Center. Examples of conflict of interest situations include but are not limited to the following:

1. Engaging in any transaction or employment that is competitive with activities or objectives of the University Center;

2. Engaging in any transaction or employment that could be considered supplying goods or services to the University Center;

3. Purchasing property or goods for personal use at prices negotiated for the University Center;
4. Participating in any personal financial dealings with persons or organizations where receiving loans, commissions, royalties, property, or shares in profits are involved;

5. Accepting gifts, favors, or conveniences that go beyond the moderate courtesies associated with good business practices;

6. Using any University Center information that is not a matter of public record for personal gain during or after their employment with the University Center;

7. Using any items, written material, or graphics produced for the University Center, for personal gain during or after employment with the University Center;

8. Using any University Center equipment or resources for personal gain.

It should be noted that a conflict of interest situation may also result from an employee’s family members or friends dealing with the University Center.

Good judgment, high ethical standards, and honesty are a must in all business dealings. Even the appearance of a possible conflict of interest is discouraged and is in violation of policy. If an employee questions whether a situation represents potential conflict of interest, the employee should discuss it immediately with his/her supervisor.

Employees involved in conflict of interest situations may be subject to disciplinary action up to and including dismissal.

Your signature below verifies that you understand this conflict of interest statement and willingly accept responsibility for compliance.

_________________________________________  ________________________
Employee Printed Name                                      Date

_____________________________________
Employee Signature