

Andrews University

CONFLICT OF INTEREST – STATEMENT OF POLICY

Trustees, officers, deans, directors, faculty and staff all serve the educational purposes and mission to which the University is dedicated. Accordingly, all such members of the University community (hereafter “members”) have a clear obligation to conduct the affairs of the University in a manner consistent with those purposes and that mission and to make all decisions solely on the basis of a desire to promote the best interests of the institution.

This statement confirms the University policy that faculty and other employees who accept full-time appointments have a primary commitment to the University and that they will be sensitive to the possible adverse effects of their external activities. It is recognized, however, that the quality of teaching, research, service and the administration of University programs may be enhanced when members participate in extramural activities that enhance their value to the University, so long as their primary commitments to the University are not adversely affected.

This statement recognizes and affirms the settled tradition and expectation that members will conduct their relationships with each other and the University with candor and integrity. This statement makes clear that the appearance of a conflict may be as important as the reality. Accordingly, the first essential step in complying with this policy is disclosure and discussion.

1. **Individuals Included.** All trustees, officers and employees of the University have a duty to comply with this policy and be free from the influence and/or appearance of any conflicting interest.
2. **Definition of Conflict.** A conflict of interest arises when a member of the University has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment s/he exercises on behalf of the University. S/he is to consider only the interests of the University, always avoid sharp practices and faithfully follow the policies and procedures of the University.

3. **Examples of Conditions Constituting Conflict.** Although it is not feasible in a policy statement to describe every circumstance and condition that might be a conflict of interest, the following are likely to be in conflict with the University's policy and thus should be avoided:
- A. Engaging in outside business or employment that permits encroachment on the University's call for the full services of its employee(s) even though there may not be any other conflict.
 - B. Engaging in outside business or employment that is in any way competitive or in conflict with any transaction, activity, objective or mission of the University.
 - C. Engaging in any business with, or employment by, a person or entity which is a supplier of goods or services to the University.
 - D. Making use of the fact of employment by the University to further outside business, employment, or other interests, or associating the University or its prestige with an outside business, employment or other interest.
 - E. Attempting to gain personal profit through the use of influence while on University time or carrying out University responsibilities.
 - F. Owning or leasing any property with knowledge that the University has an active or potential interest therein.
 - G. Lending money to or borrowing from any third person who is a supplier of goods or services or a trustor or who is in any fiduciary relationship to the University or is otherwise regularly involved in business transactions with the University.
 - H. Accepting any gratuity, favor, benefit or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the University other than the compensation agreed upon between the University and the employee.
 - I. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the University for personal profit or advantage, directly or indirectly.
4. **Statement of Acceptance and Disclosure.** All trustees, officers and employees of the University shall sign a Statement of Acceptance and Disclosure Form.

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STATEMENT OF ACCEPTANCE AND DISCLOSURE FORM

I have received and read Andrews University's Conflict of Interest – Statement of Policy. I fully understand the application to me and my immediate family [including spouse, child(ren) and parent(s)]. I have been in compliance with this policy at all times during the last twelve (12) months except as specifically noted in writing below.

Listed below (should you need more space, please attach a separate sheet of paper) are all conflicts, or potential conflicts, with the University's policy:

I understand and acknowledge that, should a conflict or potential conflict arise, it is my obligation to supplement/amend this Statement of Acceptance and Disclosure in writing and submit such a supplement/amendment to the University President or Human Resources Director.

(Today's Date)

(Signature)

(Printed Name)