

### 3354:1-11-04.02 Conflict of Interest Procedure (Non-NIH)

#### (A) Conflict of Interest disclosure and training requirements for Public Officials and Employees (Non-NIH).

- a. College employees are required to devote their core work hours to functions of the College or College approved activities. Employees may, however, engage in external work provided that such work does not detract from the performance of their duties and responsibilities to the College and/or create a conflict of interest with their assigned College responsibilities. It is expected that such external work will take place outside of the employee's designated work hours unless otherwise approved.
  - i. Authorization may be granted to employees who want to perform work outside of the College during their designated work time. Employees who wish to engage in external work which may be a conflict of interest must obtain written authorization prior to starting the activity. Any such time will be charged to accrued vacation/personal time and/or leave without pay.
- b. Employees shall not engage in any external work or take advantage of any opportunity offered by a vendor, Affiliate Organization or third party which may result in a conflict of interest unless prior authorization has been obtained.
  - i. A conflict of interest exists if financial interests or other opportunities for personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising any College duty or responsibility.
    1. Employees shall not use their positions to secure anything of value, financial gain, or personal benefit that would not ordinarily accrue to them in the performance of their official duties. Nor shall they accept any compensation from any other agency or individual for work performed in the course of their employment by the College, except under the limited circumstances permitted in a formal conflict of interest management agreement.
  - ii. Employees shall not knowingly solicit or use their position to secure anything of value by means of their external work from the College or any organization associated with the College without first completing the Colleges On-line Electronic Significant Financial Interest Disclosure Form ("COI/FSI Disclosure Form"), and receiving formal written approval from the College.
- c. College employees shall disclose any business relationship they or a family member has with any Affiliate Organization as defined by the Conflict of Interest Policy using the College's COI/FSI Disclosure Form.

- i. Failure to disclose any business relationship which presents or potentially presents a conflict of interest is subject to Section 3354:1-43-03.01 of the College's Corrective Action Procedure.

Effective Date: February 1, 2022