

**BIRMINGHAM-SOUTHERN COLLEGE
CONFLICT OF INTEREST POLICY AND STATEMENT**

The Board of Trustees of the College has adopted the following Conflict of Interest policy. The implementation of the policy requires Principal Administrative Officers and Administrative Officers of the College as published in the College *Catalog*, and other employees as may be deemed appropriate, to sign the Conflict of Interest Statement listed below.

CONFLICT OF INTEREST POLICY

A. College Related Business - Employees of the College have an obligation to conduct College-related business, activities, and relationships without actual or apparent conflicts of interest. A financial interest is not necessarily a conflict of interest. An employee who has a financial interest may have a conflict of interest only if the appropriate committee decides that a conflict of interest exists. Employees shall take necessary precautions to avoid any actual or apparent conflicts of interest. Conflict of interest occurs when an employee is in a position to influence a decision that may result in a direct or indirect personal gain for that employee or for his or her family member, friend or associate as a result of the College's business dealings. Business dealings with suppliers, vendors, donors and other third parties should not result in unusual gains for those suppliers, vendors, donors, other third parties, or College employees. These gains include: bonuses, fringe benefits, promises of employment, bribes, kickbacks, or other windfalls designed ultimately to benefit either the supplier, vendor, donor, other third parties, and/or the employee involved. College employees shall refrain from accepting gifts, trips, or favors of significant monetary value. Any College employee who has any influence on transactions involving purchases, contracts, leases, or business matters must make full disclosure of the existence of actual or apparent conflict of interest to the Department Head and the Director of Human Resources as soon as possible so that appropriate safeguards can be established. Vice Presidents of the College should disclose this information to the Director of Human Resources for review by the Budget Committee. In addition, the employee must refrain from further participation in the transaction until the actual or potential conflict can be reviewed and resolved.

B. Outside Employment - Full-time employment at the College is expected to be an employee's primary job. However, outside employment is allowed if the employment does not interfere with work at the College, with the College's policies, or bring discredit to Birmingham-Southern. Employees accepting outside employment must advise the Director of Human Resources and Department Head in writing so that these individuals can determine that the requirements stipulated above have been met.

C. Disciplinary Action: Failure to adhere to the above policies will result in disciplinary action, up to and including termination. If the College deems the existence of a conflict of interest to be contrary to the above guidelines, then the employee's job assignment may be changed or disciplinary actions up to and including termination procedures may be initiated.

Conflict of Interest Statement

I have read, understand, and agree to abide by the terms and conditions of the policy as stated above.

- I do not have an actual or apparent conflict of interest.
- I may have a conflict of interest and I have attached supporting documentation for review and decision.

Name (**Please print**): _____

Signed: _____ **Date:** _____