

CONFLICT OF INTEREST

I. SCOPE

All employees.

II. POLICY

Employees are expected to devote their best efforts to the interests of the University and the conduct of its affairs. The University recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to its business. However, a policy of full disclosure will be followed to assess and prevent potential conflicts of interest from arising.

III. PROCEDURE

1. While it is impossible to describe all the circumstances and conditions which might develop, the following is set forth to guide employees:
 - a. No employee may engage in outside work that will interfere with his or her primary job with the University, nor will any employee engage in any activity of a nature that is in some way hostile or adverse to the University of St. Thomas. Questions or clarification may be brought to the Director of Human Resources.
 - b. No employee of the University may accept gifts or favors with an estimated value of more than \$50.00 from customers or vendors. All gifts of substantial value must be politely declined.
 - c. Any employee performing any outside work is under obligation to advise his or her client that the work is in no way by, for, or in the name of the University of St. Thomas
2. Any questions regarding a possible conflict of interest or outside work should be discussed with the employee's immediate supervisor or with the President.
3. Failure to disclose or discuss information related to any of the above points may lead to corrective action up to and including discharge from employment.

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