

## EXCERPT FROM W&L EMPLOYEE HANDBOOK, Page 30

### Conflicts of Interest

All employees should attempt to avoid personal transactions or situations in which their personal interests will, or appear to, conflict with those of the University.

Simply stated, a conflict of interest occurs where the prospect of direct or indirect personal gain for an employee or a member of his/her family could influence the employee's judgment or action in the conduct of university business. You must inform your supervisor and the relevant Dean or Vice President of any potential conflict of interest. In certain cases as noted below, an employee must receive written approval from the Vice President of Administration to enter into certain contracts or business arrangements which could present a conflict of interest. The types of conflicts of interests that should be reported or disclosed include, but are not limited to, the following:

- Use of university personnel, facilities, equipment or services for personal gain or profit without full disclosure, reimbursement of cost, payment of a rental fee, etc;
- **Acceptance of consulting fees, honoraria or part-time employment in conflict with professional responsibilities to the University, particularly where proprietary practices or information may be involved; (emphasis added)**
- The University discourages contracting with its employees to perform work for the University that is the same or similar work, to that performed by the employee during normal working hours. Work should be completed within normal working hours or on an overtime basis. In cases where workload, staffing levels, or available expertise requires hiring a W&L employee, then the hiring department should develop a standard wage for this work, ensure the assignments are equally available to those interested and capable of performing the work, and develop a simple letter agreement with the employee. These arrangements will be reviewed by the Director of Human Resources.
- The University cannot contract or do business with an employee or his/her spouse or close relative without prior written approval from the VP of Administration. If such a contractual or business relationship is necessary, the contracting department must explain the need to contract for these services and should submit at least two additional written bids for similar work. Any business relationships with a close relative that pre-dated this revised Employee Handbook must be disclosed and submitted for review and approval; Employees are prohibited from using privileged information, revealing confidential data, or divulging proprietary information to outsiders for purposes of personal gain or for other than University purposes;
- Acceptance, directly or indirectly, of payments, loans, services, entertainment and travel, or gifts of any more than a nominal value from any individual or from any business concern doing or seeking to do business with the University is prohibited.
- Use of the name of the University for monetary profit or acting as a private person in a way that could create the impression that you are speaking for the University is prohibited unless your position requires you to speak for the University;
- Use of the name, seal and logo of the University and its various departments and programs for other than approved purposes is prohibited. If an employee would like to use the seal, logo or trademark of the University for any business purposes the employee must receive approval from the Business Manager who oversees the University's licensing program.