

Conflict of Interest

Policy:

A conflict of interest exists when staff member's personal or private business interests interfere with official or professional responsibilities to Carlow University. The purpose of this policy is to outline the responsibilities of staff when procuring goods or entering into transactions on behalf of Carlow University so that conflicts of interest, both real and or perceived, are avoided and that the maximum value for all purchases is achieved.

Guidelines:

1. To insure transparency, staff members are expected to conduct business on behalf of the University with the utmost honesty and integrity and to enter into all agreements or transactions in good faith, devoid of intentional misrepresentation.
2. Staff members should not accept personal entertainment, gifts, or favors provided by persons or vendors with whom the University has, or might have in the future, business dealings under circumstances that suggest that the donor intends to influence the judgment or conduct of the University staff member. Courtesy gifts of nominal intrinsic value may be accepted. Any interactions of this nature, however, should be reported to the immediate supervisor.
3. Staff members who serve as an officer, director, or in any other management capacity of an organization doing or seeking to do business with the University (or having close family members in such roles) should recuse themselves from discussions and decisions pertaining to such business. In cases where it is not clear whether a conflict of interest could exist, the situation should be referred by the staff member to the Vice President or Executive Director of their unit for disposition.

Policy Effective Date: November 1, 2006

Approved by the Board of Trustees on October 25 2006

Disclaimer: This policy is intended to serve as a reference for statements of policy and procedure. The policies and procedures stated here are guidelines regarding conflict of interest and competitive bidding procedures. Nothing herein is intended to create a contractual relationship between the University and its faculty staff or