



UNIVERSITY POLICY

Conflict of Interest

Policy Type: Institutional Wide

Responsible Office: Human Resources

Effective Date: July 1, 2007

Revision Date: April 17, 2017

POLICY STATEMENT

Butler University expects all faculty and staff, when acting on behalf of the University, to maintain the highest standard of ethical conduct. Individuals employed by the University are expected to remain free of interests or relationships which are, or appear to be, detrimental to the best interests and reputation of the University. They must avoid circumstances that cast doubt their ability to act objectively and fairly regarding the University's business and interests. They must not support the commission of such acts by others.

A practice will not be condoned on the grounds that it is customary, easy, or expectant if it does not meet the standards of ethical conduct. Condoning such practices compromises the integrity and reputation of the University. If an individual is asked to engage in any action that he/she reasonably believes may be in violation of this policy, it is acceptable (and, in fact, encouraged) to respond by making any of the following (or similar) statements:

- "University policy does not allow me to do this"
- "Please discuss this matter further with my supervisor because I have concerns about whether I can do this without violating University policy"
- "I am uncomfortable with what you have asked me to do, and I would first like to discuss the matter with my supervisor (or Human Resources Management and Development)"

REASON FOR POLICY

The educational mission of the University requires the highest standards of professionalism and ethical conduct. Adherence by faculty, staff, and others acting on behalf of the University's long-range goals of attracting quality students, faculty, and staff; ensuring proper stewardship of its resources; and attracting gifts, grants, and other forms of support. The highest standards of honorable and ethical conduct must be observed at all times in dealings with or on behalf of the University.

ENTITIES AFFECTED BY THIS POLICY

Institutional Wide

POLICY APPROVAL

VP of Human Resources, Diversity, and Wellness

CONTACTS

DEFINITIONS

The following are examples of conflicts of interest that are prohibited by this policy:

When an individual or a member of his/her family has an existing or potential financial or other material interest that could or does impair the individual's independence or objectivity of judgment in the discharge of responsibilities to the University.

When an individual's interests outside his/her employment with the University, including but not limited to, his/her outside business, philanthropic, community, political or other interests, could or do adversely impact the University in any manner, including, without limitation, relative to the individual's time or use of University resources.

When an individual (or a member of his/her family) is an owner, principal, consultant, or employee of an enterprise which does business with the University, and the faculty or staff member by virtue of University employment:

- o Is in any position to control, impact, or influence the University's business relationship with that enterprise; or
- o May gain any personal benefit (financial or otherwise) if the University engages in a business relationship with that enterprise.

When, without prior approval of the University, an individual is associated (as an owner, principal, consultant, or employee) with an organization whose business interests are in conflict with the interests of the University.

When an individual has a relationship with another organization or activity that reflects adversely on his/her integrity or reputation of the University.

When an individual uses or threatens to use confidential or privileged information, equipment, or other University resources for personal benefit, benefit of friends or relatives, or for other purposes unrelated to the University or not in its best interests.

When an individual receives gifts or entertainment of more than nominal value (more than \$250) annually from suppliers of goods or services, or from individuals or entities associated or seeking association with the University.

When an individual evaluates the work or performance of an individual who is a member of his/her family or when an individual is directly or indirectly under the authority of a family member.

When an individual evaluates or has control (directly or indirectly) over the work performance of a person with whom he/she is engaged in a romantic or sexual relationship. This is true whether the parties involved in the relationship are faculty, staff, or students. (Please refer to the policy on Consensual Relationships)

PROCEDURES

A. Seeking Clarification

1. If, after reading this policy and other applicable University policies, you believe additional clarification is needed about the propriety of any action or situation, contact your immediate supervisor, department chair, college dean or University vice president, or the Human Resources Management and Development Department (HR).

B. Disclosure of a Suspected or Potential Conflict of Interest

1. If a suspected or potential conflict of interest is created or becomes unavoidable, it is the responsibility of the faculty or staff member to notify his/her supervisor, department head