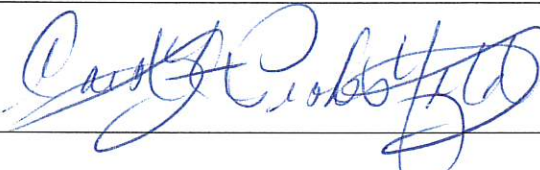


PROCEDURE

Subject	Conflict of Interest	Number: 5.18.13
Source	Vice President, Finance and Administration	Reference (Rule #) 6HX14-5.181
President's Approval/Date:	 7/23/20	

PURPOSE:

It is the policy of the College to strictly monitor and to govern any real or perceived Conflicts of Interest. All employees will adhere to the following procedures as respects any conflicts of interest.

PROCEDURE:

Definition:

An employee shall be deemed to have a potential conflict of interest when:

- A. The employee is an officer, director, trustee, partner, employee or agent of, or has a monetary interest in any person or entity involved in a transaction with or affecting the College, or;
- B. The employee is aware that the employee's spouse or any of their parents, brothers or sisters, or relatives is an officer, director, trustee, partner, or agent of, or has a monetary interest in a transaction with or affecting the College, or;
- C. Without regard to (a) or (b) above, the employee's independent judgment is, or might appear to be impaired by an existing or potential financial interest;
- D. An employee supervises or participates in a decision affecting a relative of the employee, or;
- E. An employee engages in outside employment to the extent prohibited herein.

Disclosure:

If an employee is an officer, director, partner, proprietor, associate, or general agent (other than a resident agent solely for service of process) of, owns a material interest in, any business entity granted the privilege to operate in the State of Florida, such employee shall file a statement disclosing such facts no later than forty-five (45) days after becoming an officer or employee or after the acquisition of such position or material interest. The statement shall give the name, address, and principal business activity of the business entity or the fact that a material interest is owned in the nature of that interest. New employees shall file the statement required herein, if applicable, no later than forty-five (45) days after their appointment or after the date their appointment begins.

Implementation:

Before an action is taken by an employee where an actual or potential conflict of interest may exist, the employee shall:

- A. Promptly make full disclosure of the proposed transaction or engagement to the employee’s supervisor; and
- B. Refrain from acting until the employee has received written approval from the cognizant Vice President. In each case, the cognizant Vice President or the President, as the case may require, shall consult with Counsel to the Board prior to providing a written response to the employee

The employee’s immediate supervisor will coordinate the individual’s conflict of interest concerns with the Vice President responsible for the action.

If the employee is a Vice President or an employee that reports directly to the President, full disclosure to and approval of the President is required.

Public Solicitations:

Any employee selected to serve on a scoring committee for a College public solicitation will be required to acknowledge and agree to a Conflict of Interest statement prior to review of vendor proposals. Any employee who elects not to agree, or indicates that they do have a conflict of interest with a vendor who has submitted a proposal will be replaced on that solicitation’s scoring committee.

Outside Employment:

- A. The College recognizes that employees may engage in outside employment and consultant activities. An employee shall avoid conflict, or appearance of conflict, between their personal interest and the interest of the College in dealing with any organization or individual having, or seeking to have, any business, or other relationship with the College or with any organization or individual whose objectives or interests may be adverse to the College’s interests. Employees shall not engage in outside employment or self-employment which:
 - 1. Conflicts with required work hours at the College.
 - 2. Adversely affects College job performance.
 - 3. Might reasonably be considered to conflict with College goals and objectives in the community.
- B. Employees who engage in outside employment or self-employment shall be subject to applicable College policies, and shall:
 - 1. Disclose to the College such outside employment or business interest;
 - 2. Attest that such outside employment or business interest will not in any way interfere with his/her duties at the College or otherwise constitute a conflict of interest;
 - 3. Assure that the employee shall not claim to be a College representative in connection with the outside employment or business interest; and
 - 4. Assure that the employee shall not utilize the College name, logo, or other official documents of the College without prior specific approval of the President.

C. Employees who engage in employment outside of the College will provide to their immediate supervisor written notice of such employment as soon as practicable, but in no event later than ten (10) business days after the start of such employment.

Application:

The College's Conflict of Interest Policy will be applied consistently and in accordance with the laws of the State of Florida.

STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA
Conflict of Interest Statement

In accepting employment with State College of Florida, Manatee – Sarasota, I recognize that, as an employee of a State institution, I have a responsibility to conduct myself at all times to the end that my performance reflects credit upon and confidence in both myself and the institution which I serve.

To my knowledge, neither I nor any member of my immediate family (including my spouse and children) is engaged in, or has any financial or other interest in, any occupation or business which would be affected, either adversely or favorable, by a decision or act in which I would participate, or over which I might have some influence in the performance of my duties as an employee of State College of Florida, Manatee – Sarasota.

I am listing below, any outside employment, self-employment or consulting arrangement all direct and indirect financial interests in, or affiliations with, business establishments which may conduct business with State College of Florida, Manatee – Sarasota or other education agencies with which I have relationship in the performance of my official duties. I will revise this list at any time in the future as needed so that it will, at all times, reflect such direct and indirect financial interests.

I do not have any outside employment, self-employment or consulting arrangement or direct or indirect financial interests in or affiliations with business entities that may do business with SCF.

I have the following outside employment, self-employment or consulting arrangement or direct and indirect financial interests in, or affiliations with, business establishments which may conduct business with SCF or other education agencies with which I have relationship in the performance of my official duties:

Company Name	Relationship to You

Employee's First Name

Employee's Last Name Date

Employee's signature

Department Name