

SUNY BROOME

(POLICY)

Policy:	Conflict of Interest	Policy No.:	GA2004
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner	President	Responsible Party:	General Administration
Approved:	November 5, 1992		
Revised:	June 18, 2020		

Statement of the Policy:

All campus members are expected to observe standards of ethical conduct in order to fulfill the mission of SUNY Broome Community College and avoid any and all circumstances which could reasonably be interpreted as a conflict of interest. Such circumstances are those which would interfere with the unbiased and objective performance of one's professional duties. Officers and employees are required to comply with the county code of ethics and Article 18 of the General Municipal Law.

Purpose:

In keeping with our position of public trust, it is essential that all members of the College community avoid any and all circumstances which could reasonably be interpreted as conflict of interest. Members of the College community include employees, student employees, Officers of the College, and Board of Trustees members. The purpose of this policy is to set forth the rules of ethical conduct, the procedures by which conflicts of interest are disclosed, and to raise awareness surrounding situations which could pose a conflict of interest to the College.

Related Policies:

- Amorous Relationships Policy PA3010, Ref. Procedure PA3010.1
- Nepotism Policy PA3011
- Academic Honesty Policy AA4001, Ref. Procedure AA4001.1

Scope:

Any employee or Trustee of the College having an actual or potential conflict shall be responsible for announcing that conflict to their direct supervisor in order that appropriate action may occur. Further, all employees and Trustees of the College shall accept responsibility for investigating and conscientiously dealing with actual or potential conflicts of interest of which they have knowledge.

Definitions:

Conflict of interest: any opportunity in which one's own interests or the interests of those with whom one has a relationship may be advanced, in any way, which may be potentially harmful to the interest of and in upholding the mission of the College. A

conflict of interest exists when the duty or responsibility to the College may appear to be or is compromised by other rights, commitments, obligations, interests, or relationships. A conflict of interest exists when a person's independent judgment is or might appear to be impaired by a personal, financial, or other interest, or a familial, professional or personal relationship.

Relationship: familial, personal, or external business interests

Undisclosed conflict of interest: a known real or potential conflict of interest which has not been disclosed to the appropriate person. These include monetary, personal, or material benefits, and relationships which may include familial, romantic, personal associations, or business interests.

Examples of Conflicts of Interest (This list is not comprehensive and does not exhaust all potential conflicts of interest which may arise.):

1. Participating in the hiring, promotion, evaluation of, or termination of a person with which there exists a personal or business relationship.
2. Romantic involvement with a person with whom one has a reporting or supervisory relationship.
3. Inappropriate use of College funds, assets, resources, or personnel. Unauthorized use of College resources to carry out responsibilities external to the College, or for the benefit of a person with whom there is a personal relationship. Using College resources, funds, or personnel to carry out work for an enterprise in which the employee or a personal associate has a financial or other interest.
4. Accepting, soliciting, or offering of bribes, kick-backs, cash, or non-cash gifts, including goods, services, or travel for personal gain or for the gain of others with whom one has a relationship, at the expense of the College and as a result of one's professional obligations to the College. Accepting remuneration for performance of one's duties beyond what is contractually agreed upon by the College.
5. Any activity in which a third party outside of the College benefits at the expense of the College, including the influence of discussion, decision-making, and votes related to programs, services, purchases, or contractual agreements.
6. Influencing decisions, discussions of, or voting on College decisions related to purchases, lease or terms of lease, equipment, materials, contracts, programs, and services for the College that results in personal gain or benefit to another person with whom there is a relationship.
7. Inappropriate use of information for personal or professional gain, or for the gain of others with whom there is a relationship. Using for personal or other gain, information acquired as a result of one's activities with the College, and which are not authorized to be used outside of the scope of one's duties to the College. This may include information related to contract development and negotiations, release of College information to the public, or any information that may harm the College. This also includes the disclosure and use of confidential information obtained during performance of College duties for financial, personal, or other gain, or gain of others with whom there is a relationship.

8. Financial, economic, or other interests exist or may potentially exist which may impair or impede one's ability to perform their professional responsibilities.
9. Engaging in other employment which interferes with the performance of one's professional responsibility to the College, or participating as an officer, official, or board member of an organization external to the College in which there may be conflicting interests or benefits to the organization at the expense of the College.
10. Any activity which may result in personal gain or advancement at the expense of the College.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Updated Classification (1.21)</i>	<i>03/25/2020</i>	<i>KP</i>	<i>Secretary VP Student Development</i>
<i>Revised</i>	<i>05/25/2020</i>	<i>KM</i>	<i>Int. Dean of Institutional Effectiveness</i>