

**MOTT COMMUNITY COLLEGE
CONFLICT OF INTEREST DISCLOSURE FORM**

Mott Community College board policy requires employees to avoid actual and the appearance of conflicts of interest. A conflict of interest exists when an employee (staff or faculty member) or family member:

- conducts business with the institution;
- uses institutional resources to promote his or her individual or family financial or other interest;
- uses confidential information about the institution to promote his or her individual or family interest;
- has a relationship with a competing institution;
- gains financially from an institutional transaction;
- assists an outside entity to benefit financially or otherwise from the institution in a manner not available to that entity's competitors;
- lends or borrows money or property from an entity or person who conducts business with the institution;
- receives gifts valued at more than \$100 from an individual or entity who conducts business with the institution;
- accepts gifts or perks valued at more than \$100 from the institution not readily available to other members of the institutional community;
- promotes or participates in social or political agendas or campaigns which could have a detrimental effect on the institution.

These are broad statements that reflect many, but not all, of the actual and potential conflicts of interest prohibited by board policy. If an actual or potential conflict not know at this time arises in the future, employees are required to update this form at that time. Originals of the form should be submitted to the Human Resources Office and a copy given to your immediate supervisor. Copies of these forms will be shared with the Purchasing Office to be in compliance with the Electronic Code of Federal Regulations as of April 29, 2015.

Please disclose any actual or potential conflicts of interest below:

I understand and acknowledge that I am obligated to adhere to Board Policy 5808.

Signature: _____

Date: _____

Print Name: _____