

SECTION: Human Resources                      NUMBER:    A-001-02-0006

AREA:    Employment                              DATE:            9/1/92

SUBJECT: Conflict of Interest                  REVIEWED:  12/13/2022

## I.    PURPOSE

Although Rocky Mountain College depends upon the integrity and discretion of its staff with respect to actual or apparent conflict of interest, all employees are subject to the prohibitions of this policy.

## II.   POLICY

### A. Definition

Conflict of interest is the use of one's position and/or employment at Rocky Mountain College to obtain unauthorized privileges, benefits, or items of value for oneself or others.

### B. Guidelines

- a. It is the burden of the potential employee to disclose any potential conflict of interest to their immediate supervisor. All employees will be required to sign a conflict of interest form as per the attached.
- b. No employee shall solicit, accept, or agree to accept any privilege, benefit or item of value for the exercise of his or her discretion, influence or powers as an employee except as allowed by law.
- c. No employee shall accept any privilege, benefit or item of value that might influence him or her in the discharge of his or her duties as an employee.
- d. No employee shall use their position to secure special privileges or exemptions for themselves or others, except as allowed by law.
- e. Any employee who is an officer, agent, employee or member of, or owns a significant interest in any entity doing business with Rocky Mountain College must disclose such relationship in writing to his or her immediate superior and the Human Resource Department.
- f. No employee shall accept employment or engage in any business or professional activity which foreseeably might require or induce them to disclose confidential information acquired by reason of his position.
- g. No employee shall disclose confidential information gained by reason of their position nor shall they otherwise use such information for their personal gain or benefit.
- h. No employee shall transact any business for Rocky Mountain College with any entity of which they are an officer, agent, employee, or member, or in which they own a significant interest.

- i. No employee should make personal investments in any enterprise which foreseeably might create a substantial conflict between their private interests and the interest of Rocky Mountain College in the performance of their duties without prior discussion with and consent by the Human Resource Department.
- j. No employee shall accept other employment which might impair their independence or judgment in the performance of their Rocky Mountain College duties.
- k. Any financial transaction, i.e. sales, purchases, investments, etc. between an employee and the College must have written approval of the Human Resource Department before consummation.

C. Enforcement

Failure of an employee to comply with the foregoing shall constitute grounds for discharge or other disciplinary action.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair / Board of Trustees