

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

CONFLICT OF INTEREST REGARDING
“THINGS OF VALUE” OFFERED BY
VENDORS OR POTENTIAL VENDORS
Policy No. 3357:13-16-24
Page 1 of 1

Effective: February, 2006

A. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which North Central State College wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your Vice President, supervisor, or the Director of Human Resources for more information or questions about conflicts of interest.

B. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of North Central State College’s business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

C. No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of North Central State College as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

D. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which North Central State College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or business dealings involving North Central State College.

E. Another conflict of interest that may exist from time to time is when an employee of North Central State College is in a position to offer training or consulting services. In an effort to encourage maximization of North Central State College’s non-credit training and consulting services, any employee of the College, faculty, staff, and/or administration contracting to provide training or consulting services within the College’s three county service district must have permission from the Vice President for Learning prior to services being delivered.

Approved by the Board of Trustees: June 24, 1998

Updated: February 2001, 2006
CFO (Human Resources)