

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 517

Subject: Conflict of Interest

Date Adopted: 10/99 Revised: 12/12

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1. Purpose:

It is the policy of the university that all employees take affirmative steps to avoid or minimize actual and potential conflicts of interest between their financial or other personal interests and the goals and policies of the university. Each faculty and staff member, by virtue of employment, accepts the responsibility to avoid activities or commitments that are inconsistent with university duties.

2. Application:

This policy is applicable to all faculty and staff employed by the university, whether full-time or part-time.

3. Definitions:

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evaluation of actual or potential conflicts of interest. Thus, employees shall disclose any actual or potential conflict of interest.

An employee has a conflict of interest if his/her judgment and discretion in matters affecting the university is or may be influenced by considerations of personal gain or financial benefit. Arkansas law prohibits state employees from using employment positions to gain special privileges or exemptions for themselves or immediate family members that are not available to the general public.

The following is a partial list of activities or actions that merit a case-by-case analysis to determine whether, individually or collectively, they create an actual or potential conflict of interest that should either be managed appropriately or eliminated:

- a. use of an employee's position or authority to influence or make decisions that lead to any form of financial or personal gain for that employee or an immediate family member;
- b. consultation and other professionally-related employment;
- c. purchase of goods or services for the university from businesses in which the employee, or a member of his/her immediate family, has a financial interest, or as a result of such purchase, may directly benefit;
- d. receipt of gifts, gratuities, loans, or special favors;
- e. holding of an ownership interest by the employee or a member of the employee's immediate family in any real or personal property leased or purchased by the university;
- f. holding of an equity, royalty, or debt instrument by the employee or a member of the employee's immediate family in an entity providing to the university financial support when such support will benefit the employee or persons supervised, directly or indirectly, by the employee;
- g. receipt, directly to the employee from non-university sources, of cash, services, or equipment provided in support of the employee's university activities;
- h. some memberships on board of directors, committees, advisory groups or similar bodies of governmental, for-profit or not-for-profit organizations.

statement will be in addition to extra income statements and ethics disclosure forms required by Arkansas law. All employees are required to update the statement on an as-needed basis, such as when there is a significant change in information that indicates an actual or potential conflict of interest.

8. Previous Policy Statements:

This policy supersedes any and all previous conflict of interest statements and/or policies, except Board Policy No. 320, “Conflict of Interest - Sponsored Programs,” and internal departmental policies established by the financial aid office.