

SAGINAW VALLEY STATE UNIVERSITY

Financial Conflict of Interest Policy

The University respects the right of staff members to engage in activities outside the scope of employment at Saginaw Valley State University which are private in nature and do not conflict with or reflect upon their duties at the University. We believe that our administrators have been carefully selected, and that we can trust their integrity, judgment and courage. To avoid any misunderstanding, the following statements of policy are made.

Administrative Policy Statement

Staff members must avoid incurring any kind of financial or personal obligation with outside firms or individuals which might affect their judgment in the conduct of University business. Staff members must examine their own activities and those of their families to be sure that no condition exists which creates a conflict of interest or apparent conflict of interest with respect to transactions of the University.

1. There are certain areas in which each individual must be especially concerned. Where there is any question about a conflict of interest, even though it may not exist in actuality, the particular situation should be disclosed in writing and filed with the Employment and Compensation Services Office. Areas about which care should be exercised include the following:
 - a. Holding a financial interest of 5% or greater (that is, any stake, including stockholder, partner, joint venture, creditor, guarantor, or director) in a firm which provides services or supplies, materials or equipment to the University.
 - b. Borrowing money from suppliers, individuals or firms with whom the University does business except for financial institutions.
 - c. Accepting gifts or favors for oneself or for any member of one's immediate family, or entertainment or other personal obligations from an outside organization or individual which are substantial enough to influence one's selection of goods and services for the University. This does not apply to acceptance of perishable or consumable gifts of a nominal value of \$25 or less, nor reasonable personal entertainment, but care must be exercised to be sure that continuation of such matters does not gradually build up into an embarrassing obligation. In the case of gifts that are of a substantial nature, these should be returned to the donor with the explanation that University policy does not permit the acceptance of the gift. The University will be responsible for any reasonable expenses incurred for the returning of such gifts.
 - d. Acquisition by purchase or lease of real estate in which it is known the University has an interest, or which may improve in value because of the University's interest in adjoining property.
 - e. The misuse or unauthorized release of information to which staff members have access by reason of his position, such as the disclosure of confidential information to competitors or others outside the University.

2. The holding of any security not exceeding 1% of any class of security of a publicly-traded corporation will not be deemed a violation of this policy.

Copies of this policy are to be sent each February to all officers, deans and other selected individuals with the request that they sign one copy and return it to the Employment and Compensation Services Office (Wickes 373) indicating that they understand the policy, accompanying it with the disclosure of any possible conflict of interest on the part of themselves or their families which would include spouse, parents, brothers, sisters, children, nieces, nephews and spouses of brothers, sisters, children, insofar as they know. If a situation should develop during the year, a statement should be filed with the Employment and Compensation Services Office at that time. It shall be the responsibility of the President (or his designee) to determine whether conflicts of interest do occur and to take such steps to protect the University as seem to be required.

I have read and understand this policy and will observe it carefully.

Print Name: _____

Signature: _____ Date: _____