

# Conflict of Interest Policy

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<b>POLICY:</b> Conflict of Interest			
<b>POLICY NUMBER:</b>	300.34	<b>CUSTODIAN:</b>	Special Projects
<b>APV'D DATE:</b>	10/20/20		
<b>EFFECTIVE DATE:</b>	10/20/20	<b>REVIEW DATE:</b>	10/2020
<b>REFERENCES:</b> Corrective Actions Policy, Nepotism Policy, Complaints and Grievance Policy			

## Part 1. Policy Background and Purpose.

The purpose of this policy is to provide a mechanism to implement steps to protect the interest of all concerned by identifying conflicting relationships and providing a means of disclosure to avoid conflicts of interest (real or perceived).

## Part 2. Definitions.

Immediate Supervisor defines the next position within the chain of command, for an employee this would be their immediate supervisor or director, for the President it would constitute the Council of Trustees (COT) and for Trustee members, it is the responsibility of the full Council of Trustees.

Significant financial interest shall mean any direct or indirect action, consideration or decision with monetary value including, but not limited to: 1) salary, payments for services or other payments that when aggregated for the individual (including spouse and children) over a twelve month period is expected to exceed \$10,000, 2) equity of interest that when aggregated for the individual (including spouse and children) either exceeds \$10,000 in value or represents more than five percent (5%) ownership in any single entity or 3) intellectual property rights. Significant financial interest does not include: 1) salary or remuneration from WETCC, 2) income from seminars or lectures, and 3) income from service on advisory committees or review panels for public or nonprofit entities.

Trustee includes a voting and non-voting official member of the Council of Trustees.

## Part 3. Responsibility.

It is the responsibility of anyone affiliated with the White Earth Tribal and Community College (WETCC) to comply with the Conflict of Interest Policy.

It is the responsibility of the immediate supervisor or director to review disclosures and ensure WETCC remains free from any potential or perceived conflicts of interest.

## Part 4. Policy.

### Subpart A. Disclosure and Non-Participation

In the event that a Trustee, Cabinet Member, faculty, or staff member of WETCC has a significant financial, personal, or professional interest that could potentially cause a

conflict of interest or the perception of one in any transaction involving the College, such person(s) shall, as soon as they have knowledge of the transaction, take the following steps:

- 1) Disclosure: Disclose fully in writing to their immediate supervisor the precise nature of their interest; disclosure is required for:
  - a. Financial interests in non-WETCC business organizations that are affiliated with WETCC;
  - b. Affiliations as an officer, director, trustee, partner, employee, consultant, or agent of an organization that has affiliation with WETCC or that WETCC is considering affiliations with;
  - c. Personal affiliations such as a family member or close friend/relative.
- 2) Non-Participation: Refrain from participation (whether individually or as a member of a committee, board, senate, etc.) in the College's consideration of the proposed transaction unless expressly permitted to do so by the immediate supervisor.

#### **Subpart B. Breach.**

Instances of deliberate breach of policy, including failure to file or knowingly filing incomplete, erroneous, or misleading information, or failure to comply with prescribed monitoring procedures will be reported to the immediate supervisor.

#### **Subpart C. Immediate Supervisor Review.**

The immediate supervisor shall review a disclosure and determine if the situation could warrant a conflict of interest (real or perceived); if a potential conflict is deemed present, the supervisor or director shall remove the individual from the situation or modify the situation to ensure there is no impact.

#### **Subpart D. Violations.**

Violations, disputes, and other issues arising out the application of this policy shall be addressed in accordance with the applicable remedy, such as Employee Handbook, Student Handbook, or Bylaws of the COT.

#### **Subpart E. Appeal.**

An individual who disagrees with the decision of the immediate supervisor may file a grievance following the chain of command. The chain of command will end with the WETCC President, whose decision on a grievance or appeal are final, unless the grievance or appeal is against the President, in which case, the chain of command proceeds the Chairperson of the COT. Decisions of the President and/or COT are final.