



JACKSON COMMUNITY COLLEGE
Administrative Employee Conflict of Interest Disclosure

The purpose of this questionnaire is to disclose any interests or affiliations that you or members of your immediate family (i.e. spouse, child, parent, sibling, in-law, or any person living in the same household) may have that, when considered in light of your relationship with Jackson Community College (referred to in this questionnaire as "JCC"), may create a conflict of interest in the College's purchase of goods and services and decision-making.

A conflict of interest exists when:

- (1) an individual is in a position where he or she may obtain a financial or other gain or advantage as a result of his or her activities on behalf of JCC; or
- (2) he or she is in a position where he/she may have to choose whether to advance his/her own interests (or those of another) rather than the interests of JCC.

Conflicts of interest not only involve intentional wrongdoing, but can also result from a combination of completely innocent circumstances. Although it is impossible to list every circumstance that may cause conflicts of interest, a number of potential problem areas are outlined below. You are required, as a condition of your continued employment, to respond to the following questions:

1. During the last year did you accepted anything of value (over \$25.00), from persons or firms conducting business with the college?

- Yes, please describe _____
- No

2. Do you have any affiliation, whether direct or indirect, that constitutes a source of income or credit to you or any member of your immediate family, which might reasonably be deemed to involve a possible conflict of interest between you and JCC, including, but not limited to, a proprietorship, partnership, stock, ownership of a corporation's outstanding shares or other securities, or any employment, indebtedness, or contractual relationship with any such entity. (You may exclude an affiliation with an entity where, by reason of geographical location or line of business, or stock in large publicly held companies whose stock is listed and sold on a recognized stock exchange, no conflict of interest could reasonably be expected to arise with respect to such entity).

- Yes, please describe _____
- No

3. Do you or a member of your immediate family hold a business, corporate or other organizational directorship or official position? Excluding any position, that by reason of geographical location or line of business, no conflict of interest could reasonably be expected to arise.

Yes, please describe _____

No

4. Do you, or any member of your immediate family, have any relationship and/or affiliation which might reasonably be deemed to be within the spirit (if not the letter) of the foregoing questions, bearing in mind that the purpose of this questionnaire is to enable you and JCC to protect you from the consequences of a real or apparent conflict of interest. Our goal is to avoid both actual impropriety and the appearance of impropriety.

Yes, please describe _____

No

It is important that as an employee of JCC, you refrain from placing yourself, or JCC, in a position where a possible conflict of interest might influence the decision-making process in the purchase of goods and services for the College.

I agree to promptly disclose any possible conflict of interest to the Legal Affairs Office and my supervisor. I agree to file with the Legal Affairs Office updated answers to the foregoing questions within thirty days of any addition, deletion, or change in my status. I have read the Conflict of Interest policy and understand it: I have responded appropriately and will file a revised disclosure when appropriate.

Signature

Print Name

Title

Date

Completed form should be sent to the Legal Affairs Office