

Conflict of Interest

NCCC Employees should avoid situations that create or appear to create conflicts between their personal interests and the interests of the College. All decisions made by Employees in the course of their professional responsibilities to the College are to be made solely on the basis of their desire to promote the best interests of the College. If an individual's personal interests might lead an independent observer reasonably to question whether the individual's actions or decisions on behalf of the College are influenced by those personal interests, the individual should recuse himself or herself from the decision making process and notify the responsible College officials.

1. Definition of Conflict of Interest

A conflict of interest, or apparent conflict of interest, exists when an Employee or person acting for or on behalf of Neosho County Community College:

- Seeks personal gain through his or her employment at NCCC
- Engages in outside employment or consulting activity for himself/herself or for another, or serves other organizations which impairs:
 - His/her ability to fulfill his/her obligations to NCCC as an Employee; or
 - The Employee's judgment in the performance of NCCC duties and responsibilities.

(Employee's ability to engage in outside employment and or business interest is also governed by the College's Outside Employment Policy. Some issues of personal gain are defined and governed by the College's Gift Policy).

2. Disclosure – Conflicts with Duties

All persons considering outside employment or other activity which may create a conflict of interest have a duty to disclose any actual or potential conflict to their supervisor by submitting a written statement describing the nature of the potential conflict. Supervisors who become aware of such actual or potential conflict with NCCC by persons within their supervision have a duty to request such individuals provide such a written statement.

3. Annual Disclosure

Persons identified in writing by the president shall annually submit a completed "Annual Conflict of Interest Disclosure Statement" to the president or designee.

Adopted 3/12/15