

Conflict of Interest Policy Statement for Board of Governors, Administrators and Employees of Taylor Business Institute

Policy Statement

The Board of Governors, faculty, administrators and staff at Taylor Business Institute recognize a shared responsibility to ensure that they conduct themselves in an unbiased manner and serve the goals of the College. It is therefore the responsibility of the College and its employees to protect against conflicts of interest which might compromise the integrity and objectivity of the Taylor Business Institute community.

Situations in which real or personal conflicts of interest may exist may not be completely avoidable without impairing the desirable consequences intended. The goal of this policy, therefore, is not to eliminate all conflicts. Rather the goal of the policy is to develop the means to manage material conflicts of interest and to ensure that the integrity of the College is not compromised or perceived to be compromised.

This statement of the _____ policy has been prepared to outline approach to identifying and evaluating potential conflicts of interest and assisting its Board and employees in addressing conflict of interest issues.

A. APPLICATION OF POLICY

This policy is applicable to:

- Board of Governors
- Administrators
- All Taylor Business Institute faculty members.
- All Taylor Business Institute staff members.

B. DEFINITIONS

Conflict of Interest.

1. _____ any of its employees

C. PRINCIPLES

General Principles. As a natural outgrowth of personal commitment to academic principles, employees must ensure the integrity of their college related pursuits by taking steps to avoid conflict of interest, or even the appearance of a conflicts of interest. Because the complexity and diversity of personal relationships is extensive, and the perception of conflict of interest may vary from one individual to another, the most effective means to address conflict of interest issues is to establish a system under which the Board or Col employees disclose and obtain evaluation of potential conflict. Thus, the Board and all TBI employees shall disclose any potential conflict of interest that is or may be material.

Identification of Conflict of Interest. The following is a partial list of activities or actions that merit case-by-case examination to determine whether they create a material conflict of interest that should either be managed appropriately or eliminated.

1. Consulting activities.
2. The purchase of goods or services for the College from businesses in which the Board or the employee, or his or her family, has a financial interest, or as a result of such purchase, may directly benefit.
3. Receipt of gifts, gratuities, loans, or special favors (including trips or speaker's fees) from sponsors or vendors.
4. Holding of an ownership interest by the employee or the employee's family in any real or personal property leased or purchased by the College.
5. Holding of an equity, or debt instrument interest by the Board or the employee or the employee's family in an entity providing to the College financial support, when such support will benefit the employee or persons supervised, directly or indirectly, by the employee.
6. Receipt, directly to the Board or the employee from non-College sources, of cash, services, or equipment provided in support of the Board or employee's College activities.
7. Use of information received as a Board member or employee of the College for personal purposes.

D. IMPLEMENTATION

1. **Authority.** The Board of Governors has directed the President of Taylor Business Institute to develop, administer and implement the Conflict of Interest package and a signed copy of the policy by every member of the Board of Governors, administrators and all faculty and staff will be placed on file in the office of the Executive Assistant to the President.
2. **Disclosure Review Process.** Board members and employees of Taylor Business Institute will be required, on an annual basis or whenever the occasion arises, whichever comes first, to report to the President and identify

Self

Interpretation

Questions concerning the interpretation or applicability of this policy should be directed to the College President.

- 7. Appeals Process.** Any Board member, administrator or employee who disagrees
peal to the
Board of Governors. Their review will be final.