

## Conflict of Interest

Baldwin-Wallace College expects all employees, while acting for or engaging in an activity affecting the College, to do so with loyalty to the College; and to maintain the highest standards of ethics. All employees are, therefore, expected to disclose to their respective supervisors any real or potential conflicts of interest for review, resolution or approval.

The College respects the rights of all employees to engage in activities outside the normal scope of employment, provided such activities do not conflict with or reflect adversely on the College's interests. The College also recognizes its responsibility to see that external funds, such as government sponsored research grants, are utilized in a manner consistent with the intent of the funder and expects employees to avoid conflicts of interest in regard to these funds.

A conflict of interest may exist if a Baldwin-Wallace employee or family member has existing or potential financial or other interests that impair or might reasonably appear to impair their independent unbiased judgment in the discharge of their responsibilities to the College. A conflict of interest situation exists whenever an employee is or may be, in a position to influence College business, teaching, research or service, in ways that could lead to personal or family gain, give improper advantage to others, or undermine the integrity of the business, teaching, research or service activities in which the employee is involved as part of his/her employment with the College, or in which the employee is acting in any way as a representative of the College. Examples of conflicts of interest include but are not limited to:

- **Investments** -A conflict of interest exists when an employee or family member has investments or possesses other financial interests in any organization doing or seeking to do business with Baldwin-Wallace College over which the employee has influence or control.
- **Employment** – A conflict of interest exists when an employee or family member is employed or compensated in any way, by any person or organization which is doing business or seeking to do business with Baldwin-Wallace College. A conflict of interest may also occur if due to external employment the College is being deprived of an appropriate amount of an employee's time and effort.
- **Facilities Use** – A conflict of interest exists when an employee or family member

uses College equipment or facilities for personal gain or profit.

- **Gifts and Other Benefits** – A conflict of interest results when an employee or family member solicits or accepts gifts, use of property or facilities, loans or anything else of more than nominal value from a person or organization which is doing or seeking to do business with Baldwin-Wallace College.
- **Financial Opportunities** – A conflict of interest exists when an employee appropriates to himself or herself, or diverts to others, any opportunities in which it is known or could reasonably be anticipated that the College may have an interest. Examples could include: A faculty member undertaking or orienting their research to serve the research or other needs of a private firm, or transmitting to any private interest government or College sponsored work products, results, materials, records, or other information that are not generally made available. An employee seeking private patents or copyrights for work done using College facilities or receiving other forms of College or government support. An employee using confidential information for personal gain or for the benefit of any person or organization other than Baldwin-Wallace College.

Personal gain, as used in this policy, may include any form of compensation, financial or otherwise. However, personal gain does not fall within this policy if it results from:

- Salary, compensation or other remunerations properly approved by the College;
- Income from activities unrelated in any way to one's position at the College;
- Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
- Income from service on advisory committees or review panels for public or nonprofit entities or from service as a reviewer of manuscripts for possible publication by journals and other publishers;
- An interest arising solely by reason of investment in a business through a mutual, pension, or other institutional investment fund over which the employee exercises no control;
- Income from royalties from intellectual property unrelated to one's College duties and in which the College has no interest.

Upon adoptions of this policy, all employees will be required to report any existing, potential, or future conflicts of interest to their Department Chairperson or Director. The

College understands that there may be gray areas in defining what is or is not a conflict of interest, and therefore urges employees to reveal even questionable conflicts. Employees should keep in mind that this policy does not seek to ban all real or potential conflicts; the College's goal is merely to ensure an unbiased evaluation of conflicts in order to maintain ethical standards. The form entitled "Disclosure of Conflict of Interest" will be available through the Human Resources Office and the Office of the Dean of the College as a means for employees to disclose actual or potential conflicts. Information disclosed shall be treated in a confidential manner; however, conflicts involving external funding will be reported to the appropriate office of the funding agency. The Human Resources Office will maintain all "Disclosure of the Conflict of Interest" records for staff members, while the Dean of the College will keep them for faculty.

Each Department Chairperson or Director will be responsible for monitoring potential conflicts of interest in their area of responsibility. When a conflict of interest has been reported or otherwise identified, the situation shall be referred to the individual's Vice President or Dean. The Vice President or Dean shall make a decision regarding whether the apparent conflict harms the College's or any external funder's interest. In cases where a conflict is determined to be against the College's interest, the Vice President or Dean will consult with the individual involved in an attempt to resolve the conflict in a manner consistent with the best interest of the College, external funders, and the rights of the individual, while maintaining the highest ethical standards. In cases involving unreported conflicts, the Vice President or Dean shall determine what, if any, disciplinary actions each particular case may warrant.

Conflicts of interest unsatisfactorily resolved at the level of the Vice President or Dean can be appealed to the President. The President shall also be responsible for monitoring and resolving any conflicts of interest involving the Officers of the College. The Executive Committee of the Board of Trustees will be responsible for monitoring and resolving any conflicts involving the President.

The Human Resources Office shall review the conflict of interest policy with all newly hired employees and make the disclosure form available to them. The policy will also be distributed to all current employees to be incorporated into their copy of The Employee Handbook.