



ADMINISTRATIVE POLICY Conflict of Interest Policy (AP2-2020)

Reference Information: Nepotism Act (5 U.S. Code § 3110. Employment of Relatives; restrictions); Palau Community College Nepotism Policy (Personal Rules and Regulations Manual, Section 18: Nepotism)

Conflict of Interest Definition: Conflict of interest may be personal or financial conflict of interest. A conflict of interest occurs when an employee is in a position to influence Palau Community College business, research or any decisions in ways that could lead to any form of personal gain for the employee or for his/her relative, or give improper advantage to others (other College employees, service providers, vendors, contractors, consultants, volunteers).

POLICY STATEMENT

Palau Community College forbids any employee regardless of his/her position/title/rank to participate in activities or to influence any decisions that might jeopardize the College Mission and interfere with the College highest standards of excellence and integrity. All employees must perform duties in the best interest of the College.

The College president (or designee) is the only one authorized to make commitments or promises in the name of the institution. PCC employees shall not authorize any commitments or promises of any kind in the name of the College, not unless authorized by the College president.

Policy Affiliation

Who is affected by this policy? All Palau Community College employees.

Who should know this policy? All Palau Community College employees, students, researchers, independent contractors and consultants, volunteers, vendors, and adjunct/part-time faculty.

Potential Conflict of Interest

1. Recruitment and hiring of new employee – any employee involved in the College hiring process should relinquish him/herself from hiring panel when an applicant is a member of his/her family. See Nepotism policy, PCC Personnel Rules and Regulations Manual, Section 18.
2. Employee relationship – employee in a supervisory level should not be involved in any management activities relating to an employee member whom they have a relationship with, for example:
 - Authorization of financial payment or expenses;
 - Salary payments;

- Recruitment and hiring including provision of references;
 - Promotion; and
 - Probation
3. Employee and College suppliers' relationship – employee personal relationship with a consultant, contractor, or vendor which provide goods and services to the College should be disclosed to the Vice President of Administration & Finance; the Vice President of Administration & Finance should take part in the determination of any conditions associated with contracts between the College and suppliers made by the employee.
 4. Personal work – employee may take on private work in their own time, however, the work they take on during their private time must not impair the performance of their duties and responsibilities for the College, as well as conflict with the interest of the College. Before taking a commitment for private work, employee is encouraged to review College policies and/or consult with the Director of Human Resources. Employee shall not use College name, address, logo, letter head and stationery in connection with private work at any time.
 5. Gifts, discounts, coupons, tickets, points, or any type of commission from suppliers – Any of the mentioned above received personally by an employee from suppliers or suppliers' agents as a result of a College purchase belong to the College. When employee receives such gifts and/or commission, the employee must turn them in to the Vice President of Administration & Finance. Gift/commission may be in the form of money. Suppliers' give-away such as calendar, notepads, pens, mugs, and USB with suppliers' logo on it may be retained with the employee and are not required to be reported to the Vice President of Administration & Finance. When an employee receives special discounts from a supplier for purchasing goods or services on behalf of the College, such special discounts must be announced to other employees who are involved in their office's procurement process.
 6. Showing favoritism to a specific supplier – College employee should not show favoritism to one specific supplier over another. Decision to procure goods for the College must be based on the lowest price of such goods, including the quality and quantity of goods. Supervisors and administrators should not persuade subordinates to support and show favoritism to one specific supplier over another.
 7. Use of student information – student information/data is protected under the U.S. Family Educational Rights and Privacy Act (FERPA) and Data Protection Act 1998. Employee should not use student information under any circumstances not unless it is required by the College to use the information to perform their College duties and responsibilities.
 8. Relationship between employee and student – The College values professional relationship between an employee and student. Relationship between an employee and students should depend on mutual trust and confidence. The College relies on the integrity of both parties to ensure that abuses of power do not occur.

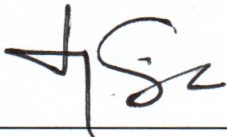
9. Other matters that may be perceived as conflict of interest - College employees have a responsibility to use their judgments to avoid conflict of interest matters. If in any doubt, employee is strongly recommended to discuss the matter with his/her supervisor, Human Resource Director and/or the Vice President of Administration & Finance. Supervisors, Human Resource Director and Vice President of Administration & Finance must further investigate the matter and resolve it before the matter escalates to cause serious harm to both parties involved as well as the College.

Disciplinary Action

Failure to comply with the College Conflict of Interest policy will be considered a serious matter and may lead to disciplinary action under the College disciplinary procedures. See the following.

- PCC Personnel Rules and Regulations Manual
Revision – October 2005
Employee Discipline
14.3 Formal Disciplinary Action
- PCC Student Code of Conduct and Sanction
C. Violation of Other Existing College Rules and Regulations

APPROVAL SIGNATURES:



3/9/2020

date

Jay Olegeriil
Vice President
Administration & Finance
Palau Community College



3/9/2020

date

Patrick U. Tellei, EdD
President
Palau Community College