

## **Policy Title: Conflict of Interest**

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:** 01/28/98

**Last Update:**

**Relates to Procedure:** 3.02.15

**Legal Citation(s):** Idaho Code Sections 73-507, 97-702 through 97-705

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### **I. Policy Purpose**

It is the purpose of this policy to protect the integrity of North Idaho College, assure independence, impartiality and honesty of public officials in governmental functions, and inform citizens of the existence of any personal interests which may conflict with the public trust.

### **II. Policy Narrative**

It is the policy of North Idaho College that any member of the Board of Trustees, and all of its employees, including any person employed as a consultant (all of which are hereafter referred to as “public officers”), shall avoid any conflict between personal interests and the interests of the College. It is further required that any public officer who might reasonably be expected to derive material benefit, directly or indirectly, from any contract or other transaction pertaining to the maintenance or conduct of College business shall so declare in writing to the President. This policy also pertains to the use of any College equipment or resources, including intellectual property, resulting or potentially resulting in material benefit. Where a conflict of interest or the potential for a conflict of interest is found to exist, no public officer, shall take any official action, make any formal decision, or make any recommendation for action or decision making. The effect of this policy shall extend to any family members of any public officer, and to any business with which a family member of any public officer is associated.

### **III. Definitions**

The following definitions apply to Policy No. 3.02.15, “Conflict of Interest,” and to its related procedure.

- i. “Conflict of Interest” - means any official action or any decision or recommendation by a person acting in a capacity as a public officer, the effect of which would result in a pecuniary benefit to that public official or to members of that person’s family, household, or a business with which that public official or a member of that official’s family or household is associated.
- ii. “Public Officer” - means any person holding public office as an elected official, an appointed official, or any person employed by a public entity including a person employed by a public entity on a consulting basis.

- iii. “Business” - means any undertaking operated for economic gain, including but not limited to a corporation, partnership, trust, proprietorship, firm, association, or joint venture of which the public officer or member of his/her family or household is a director, officer, owner, partner, employee, agent or holder of stock valued at \$5,000 or more.
- iv. “Action” - means any decision, proposal, consideration, enactment, discussion, defeat, or failure to act by a public officer including Trustees, employees, committees or consultants.
- v. “Family Member/Household Member” - means parent, grandparent, sister, brother, spouse, children, aunt, uncle or other close relative.
- vi. “Material Benefit” - means any valuable consideration including but not limited to cash, real estate, other tangible property, and the use or enjoyment of services, facilities or properties with an estimated value in excess of \$100.