

CONFLICTS OF INTEREST

ADMINISTRATIVE POLICY

This policy pertains to employees.

College employees have an on-going obligation for the stewardship of the public's trust both legally and ethically. Each employee's responsibility is to carry out their duties within the spirit of ethical conduct that are consistent with the College's core value of integrity, as well as adhere to the applicable education code provisions of the State of Wisconsin and other local, state, and federal laws.

This policy addresses financial and operational conflicts of interest, including outside employment, acceptance of gifts, misuse of College resources, and use of confidential information. Ethical obligations related to interpersonal relationships, supervision, and academic integrity are addressed in the College's Code of Ethics.

For purposes of this policy, family is defined as any family member by blood or marriage up to and including the level of first cousin, corresponding "step" relationships or any individual with whom an employee has a close personal relationship such as domestic partner, co-habitant, significant other, or any other person residing in an employee's household.

Conflicts of Interest and Outside Employment

It is considered a violation of this Conflicts of Interest Policy for an employee to:

1. Accept outside employment during contracted time or otherwise follow a pursuit which does or could interfere or conflict with the proper discharge of their duties to the College.
2. Engage in outside employment or any other pursuit during the employee's normal business day, that does or could conflict with the employee's normal duties or call upon other employees to assist in carrying out duties related to the employees outside employment or engage in other activity in violation of this policy.
3. Provide services outside the College that are in competition with services the College provides.
4. Use or dispense of the College's facilities, equipment, supplies, curriculum, or reputation for their private gain or that of any family member or business associate.
5. Use their position to secure access to positions or business with the College for themselves, members of their family, or business associates that have not followed the open selection process or open bidding process.
6. Use their position of influence to exert inappropriate authority relative to subordinate staff to coerce participation or service in a personal capacity or for personal gain or that of any family member or business associate.
7. Fail to maintain confidentiality of privileged information or use confidential information in any way for personal reasons or gain or that of any family member or business associate.
8. Enter a lease of real property with the College for any business in which the employee owns or controls, directly or indirectly, at least 10% interest, except that the Board of Trustees (or President), upon request, may waive this rule where it is in the best

interest of the College.

9. Accept outside employment, including the performance of any kind of work that could be potentially performed as part of the employee's normal duties (e.g. speeches, demonstrations, presentations, consultation) without first consulting the Vice President of Administration or their designee. (Such requests should be submitted prior to engaging in the outside employment activity and should be approved in advance.)

Fox Valley Technical College's interests are:

- a. Its facilities, equipment, supplies, reputation, or confidential information are not used in pursuit of any such activity or inappropriately.
- b. The proposed employment is not on college time (i.e. occurs outside regular duty hours, during non-contract time, or during vacation time).
- c. The proposed employment is not otherwise in conflict with this policy or law.

Acceptance of Gifts, Favors, or Honoraria

1. It is a violation of the Conflicts of Interest Policy for an employee to accept for their private gain or advantage or that of their family or any organization with which they are associated, anything which is not of nominal, insignificant or trivial value, or money from a business or entity for the performance of an act required as part of their official duties.
2. No employee who is assigned or acts as a representative of the College in the presentation of papers, instruction, talks, demonstrations, expert testimony, or makes an appearance shall obtain fees, honoraria, or reimbursement for personal gain. Any fees, honoraria, or reimbursement shall be paid to the College provided the College is reimbursing the individual for their expenses either directly or through some other source.
3. Fees and honoraria paid for papers, instruction, talks, demonstrations, expert testimony, or appearance made by employees on their own time and not directly part of their official duties, may not be a violation of this rule. Employees should notify the Vice President of Administration or their designee and receive advance approval prior to accepting fees or honoraria.

Use of Confidential Information

1. No employee shall use confidential information gained during or by reason of their public position or official duties for personal reasons or private gain or that of their family or any organization with which they are associated, either financial or non-financial.
2. No employee shall engage in any outside employment or business using College information used to administer courses and/or programs. This includes computer-generated lists, syllabi, and course materials (prepared on behalf of or at the direction of the College).
3. No employee may exploit their position with the College or use confidential information for the benefit of family members or friends in seeking employment with the College or other remuneration.

Appearance of Impropriety

Employees must avoid not only actual conflicts of interest, but also situations that create a reasonable appearance of impropriety or undermine public confidence in the integrity of the College.

Application and Interpretation of Policy

If, in the discharge of their official duties, an employee is required to take action that is, or may be prohibited by the policy, the employee shall:

1. Refrain from taking this action.
2. Develop and deliver a written statement to their supervisor or other appropriate administrator describing the matter requiring action or decision, and the nature of the possible conflict of interest.

Upon receipt of such a statement, the supervisor or administrator shall:

1. Determine that the activity in question is not prohibited and serves the best interest of the College.
2. Relieve the employee from responsibility for the assignment, and if appropriate, assign the matter to another employee for whom the matter does not create a conflict, or
3. Take other appropriate actions.

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