



<u>Procedure Category:</u>	Personnel
<u>Subject:</u>	CONFLICT OF INTEREST
<u>Policy:</u>	The conflict of interest policy is to protect the exclusive right and integrity of information, services, and various interest of the CSULA University-Student Union, Board (USU). This policy is not intent to regulate or eliminate all conflicts, but rather to enable Board members and/or staff to recognize situations that may be subject to question and ensure that such situations are properly disclosed and, if necessary, reviewed and resolved.
<u>Rationale/ Reference:</u>	Recommended after the Trustee Auxiliary Audit in 2004.
<u>Legal Authority and Basis:</u>	Political Reform Act of 1974: Government code § 81000 <i>et seq.</i> (Principal codification of California conflict of interest law.)

GENERAL PROHIBITION

A conflict of interest is any situation in which an employee, or an officer has a personal economic interest with the potential of being in conflict with the best interest of USU. Examples of conflict of interest situations include but are not limited to the following:

- Investing in stock with any supplier of USU where the auxiliary purchase are a significant influence to the supplier's performance;
- Engaging in any transactions or employment that could be competitive with activities or objectives of USU;
- Engaging in any transactions or employment that could be considered supplying goods or services to USU;
- Purchasing property or goods for personal use at prices negotiated for USU;
- Participating in any personal financial dealing with any individual or business organization furnishing merchandise, supplies, property, or services to USU;
- Accepting gifts, favors, or conveniences that go beyond the moderate courtesies associated with good business practices;
- Using any USU information that is not matter of public record for personal gain during or after their employment with USU;
- Using any items, written material, or graphic produced for USU, for personal gain during or after employment with USU;
- Using any USU equipment or resource for personal gain.

It should be noted that a conflict of interest situation might also result from an employee or a Board member's family member's or friend's or friend's dealings with the auxiliary.

With the acceptance of an appointment to the Board of Directors of USU, an individual makes a commitment to USU that is understood to be a commitment in the most inclusive sense. Board members are expected to act with professional loyalty within their roles as directors of USU. Accordingly, they should arrange outside activities, loyalties, and financial interests so as not to interfere with this responsibility.

Good judgment, high ethical standards, and honesty are a must in all business dealings. Even the appearance of a possible conflict of interest is discouraged and is in violation of USU policy. If a Board member questions whether a situation represents potential conflict of interest, the Board member should discuss it immediately with the Chair of the Board.

Good judgment, high ethical standards, and honesty are a must in all business dealings. Even the appearance of a possible conflict of interest is discouraged and is in violation of USU policy. If an employee questions whether a situation represents potential conflict of interest, the employee should discuss it immediately with his/her supervisor.

Board member involved in conflict of interest situations may be removed from office.

Employee involved in conflict of interest situation may be subject to disciplinary action up to and including dismissal.

Approved:

Joseph M. Aguirre
Executive Director

Date

Chair, Board of Directors

Date