

3358: 14-3-20 Conflict of interest.

Policy statement: no employee will engage in any activity for which the employee receives financial remuneration or equivalent goods or services if such activity occurs during the employee's normal working hours without the express consent, in writing, of the president and on file with the chief fiscal office.

(A) Employees shall not represent any vendor nor be an employee of any vendor that does business with the college without the express consent, in writing, of the president and on file with the chief fiscal office.

(B) Employees shall not conduct classes under their own auspices or on behalf of another educational institution or agency using the college's course outlines, materials, equipment, or supplies without the express consent, in writing, of the president and on file with the chief fiscal office. This includes use of institutional time and facilities for personal purposes.

(C) Employees shall not use confidential information obtained as a result of their association with the college for personal gain. Employees shall not permit unauthorized disclosure of confidential information.

(D) Failure to obtain consent for activities mentioned in paragraphs (a), (b), (c), and (d) of this section shall be grounds for disciplinary action, up to and including immediate discharge.

(E) Employees, trustees, and their families will neither solicit nor accept personal gifts or services from vendors or potential vendors to the college. Gifts do not include advertising or promotional items such as pens, calendars, or note pads, nor do they include complimentary copies of textbooks that are being considered for adoption. Gifts do not include a reasonable number of meals or travel provided by vendors as may be necessary in the usual conduct of business. Vendors include firms or individuals that provide equipment, materials, or professional services to the college. Any gifts received are subject to the provisions of the NSCC ethics policy and appropriate provisions of the Ohio Revised Code.

(F) In making statements as private citizens, employees have the responsibility to make it clear that they are not representing the college.

(G) Vendors may offer special considerations such as discounts to employees of the College. Individual employees shall not solicit nor accept, for their

personal gain, special discounts from vendors. Employees shall not use their employment status with the College for the avoidance of taxes.

(H) The Human Resource Department shall provide a copy of this policy to new employees during their orientation program. The policy will be available on the college shared drive.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358