

**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 646
Title: Conflict of Interest**

Each employee shall disclose to his or her immediate supervisor any personal interest which he or she may have in any business transaction of the College; it shall be a violation of this provision for any employee to accept a gift, gratuity or reward of substantial value from any person, firm or corporation having a business relationship with the college.

**Procedure 646.1
Conflict of Interest Statement**

1. SCOPE: This procedure applies to all employees, both full-time and part-time, of Cochise College.
2. REQUIREMENT: All employees shall be required to execute a Conflict of Interest Statement, which reads as follows:

"Pursuant to Cochise College Policy 646 and Arizona Revised Statutes Section 38-503, neither I nor any of my relatives have a substantial interest in any contract, sale, purchase or service to the College except as described below:

(If none, insert the word "None")

Name

Date

(Note: the terms "relatives" and "substantial" are from the statute and are not defined. If you are in doubt whether a person is a "relative" or an interest is "substantial" you should list the person or interest.)

3. RESPONSIBILITY:
 - a. Newly Hired Employees in Regular Positions: The Human Resources Office will have the forms completed at the new employee's orientation.
 - b. Newly Hired Employees in Part-Time Positions: The hiring supervisor will be responsible for having the forms completed and returned to the Human Resources Office.
4. Each employee's Conflict of Interest Statement will be maintained in his/her official personnel file in the Human Resources Office. A copy of any completed Conflict of Interest Statement which shows a substantial interest in any contract, sale, purchase or service to the College will be copied and sent to the Administrative Services Department where it will also be kept on file.
5. After the initial Conflict of Interest Statement, employees are required to execute an updated statement if their situation changes.
6. Arizona Law requires the disclosure of any conflict of interest; therefore, the execution of this statement is mandatory by all employees.