

**COLLEGE OF WESTERN IDAHO
REQUIRED CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT DISCLOSURE
(ALL EMPLOYEES)**

Pursuant to CWI's Conflict of Interest Policy (HR Policy-270), employees are prohibited from engaging in any action, decision, or recommendation on behalf of CWI, the effect of which would be to the private pecuniary benefit of the employee, a member of the employee's household, or a business with which the employee or a member of the employee's household is associated. A conflict of interest may also arise when an employee's financial, professional, or other personal interest or relationship may compromise their professional judgment in the discharge of their duties and responsibilities. Grant-funded wages through CWI are not considered a conflict of interest.

Employees shall review HR-Policy-270 to determine whether they have an actual or potential conflict of interest as defined in the Policy. If CWI determines that an actual or potential conflict of interest exists, the College will work with the employee to address the conflict.

Further, pursuant to CWI's Outside Employment Policy (HR Policy-210), employees are prohibited from engaging in outside employment that interferes with their institutional duties or creates a conflict of interest. Outside employment is defined as any activity taking place for intended compensation outside of CWI's payroll system, including but not limited to employment, consulting, or other independent contractor activity.

In the event of outside employment, employees are required to submit this Outside Employment/Conflict of Interest Disclosure form upon hire by CWI or at the time outside employment begins, whichever occurs first. With respect to conflicts of interest unrelated to outside employment, employees are required to submit this Outside Employment/Conflict of Interest Disclosure form upon hire by CWI and on an annual basis, or, if an actual or potential conflict of interest arises during employment, within 30 days of becoming aware of the actual or potential conflict of interest.

Should an apparent or actual conflict of interest arise, employees may be asked to refrain from reviewing, approving, or making any recommendation or decision related to the subject matter of the conflict. It is also possible that, if the apparent or actual conflict of interest arises from outside employment or the outside employment interferes with an employee's institutional duties, the employee may be asked to limit or terminate their outside employment.

Check if you ARE engaged in outside employment:

☐ I have reviewed HR Policy-210 and I am engaged in outside employment as addressed in HR Policy-210. My outside employment is described as follows (please include the employer, the work involved with that employer, and the estimated hours of outside employment per week):

Check if you have NO conflicts of interest:

- ☐ I have reviewed HR Policy-270 and I do not have any conflicts of interest to report.

Check only if you DO have a conflict of interest:

- ☐ I have reviewed HR-270 and I have a conflict of interest to report, which is described as follows:

*Risk Management will contact you with instructions in the event that further information or disclosures are needed related to the conflict of interest.

- ☐ I work on, receive compensation from, or collaborate on grant-funded projects. I have reviewed the conflict of interest provisions related to grants contained in HR Policy-280, and I have a conflict of interest to report, which is described as follows:

*Risk Management will contact you with instructions in the event that further information or disclosures are needed related to the conflict of interest.

My signature below certifies that I, _____:

1. Have reviewed HR Policy-210 and HR Policy-270 regarding outside employment and conflicts of interest, respectively;
2. Am disclosing information in this form regarding outside employment and/or conflict of interest, and it is accurate to the best of my knowledge as of the date hereof; and
3. Commit to providing an update within 30 days if a material change occurs in the information I have provided.

Employee Signature

Date