



OKLAHOMA CITY COMMUNITY COLLEGE

POLICY NO. 2006 CONFLICTS OF INTEREST

- 1.0 Purpose: Oklahoma City Community College (OCCC) adopts this Conflicts of Interest Policy to provide standards of behavior when conflicts of interest arise in OCCC employment or activities. A conflict of interest is a situation in which a person or organization has two or more competing interests. These conflicts may involve the misuse of OCCC property, confidential OCCC information, or OCCC funds for private gain or otherwise to the detriment of OCCC. The consequences of improperly addressing conflicts of interest may result in the exploitation of employees, students, and others, betrayal of the public trust, and loss of revenue to OCCC, among others. Therefore, when a conflict of interest arises, OCCC Employees are required to follow the Rules of the Oklahoma Ethics Commission, OCCC policies, and other applicable legal requirements.
- 2.0 Scope: This policy applies to all OCCC Employees. It establishes minimum standards and procedures for addressing conflicts of interest. This policy intersects with but does not replace other OCCC policies and applicable laws, including any policies or standards of the OCCC Institutional Review Board, among others. As required by the Ethics Rules, Employees are expected to follow the most restrictive law or policy that applies in the circumstances presented.
- 3.0 Conflicts of Interest: A Conflict of Interest arises when a financial or other personal or business interest, activity, or relationship compromises or may reasonably be expected to compromise an Employee's judgment in carrying out OCCC responsibilities. When used in this policy, the term Conflict of Interest also includes potential conflicts (i.e., interests, activities, and relationships that do not currently constitute a conflict but will foreseeably do so if not subject to limitation) and the appearance of a conflict (i.e., interests, activities, and relationships that in the OCCC's judgment would impair public trust if not managed appropriately). Conflicts of interest include but are not limited to the following:
 - 3.1 Self-Dealing: Transacting any OCCC business with oneself or one's Family or having a Significant Financial Interest in any Company that could foreseeably benefit from the Employee's decisions in discharging OCCC responsibilities.
 - 3.2 Use of OCCC Resources. Taking, allocating, or using any OCCC Resources for a non-OCCC purpose except as otherwise allowed by OCCC policy.
 - 3.3 Use of Employees or Students. Hiring or supervising OCCC Employees or students whom one supervises, instructs, or mentors, in a personal interest, activity, or relationship, or receiving a profit from sales or services to them.
 - 3.4 Conflicts of Commitment. Engaging in any full or part-time activity that demands a level of time or energy that can reasonably be expected to impair the performance of one's OCCC responsibilities. Outside activities ordinarily understood as full-time are presumed to be inconsistent with full-time OCCC employment.

- 3.5 Endorsement. Presenting one's OCCC affiliation, position, or credentials in a way that gives the appearance of OCCC endorsement of any business, charity, or other outside entity or activity, or creating confusion as to OCCC involvement in the activity.
- 3.6 Gifts. Accepting a Gift that may reasonably appear to influence the exercise of one's OCCC responsibilities, or that may appear to be compensation for such exercise, or that otherwise may be prohibited by law.
- 3.7 Impartiality. Participating in an OCCC matter involving specific parties that is likely to have a direct and predictable effect on the Employee's financial interests (or those of a member of his/her Family); or, where the Employee or Family member has a personal or business relationship with a directly affected party; or where the circumstances would cause a reasonable observer with knowledge of the relevant facts to question the Employee's impartiality. Examples of such parties include members of one's Family, persons with whom one lives or shares a bank account, and persons with whom one has or has recently had significant financial transactions such as employment, contracting, or indebtedness.
- 3.8 Confidentiality. Disclosing confidential information, including proprietary information, acquired through one's OCCC employment to anyone not entitled to receive it.
- 4.0 Interests and Activities Presumptively Permitted: The following interests and activities are presumptively permitted and need not be disclosed so long as they do not constitute a Conflict of Commitment and so long as they are not required to be disclosed by a department's supplementary policy and subject to the Rules of the Oklahoma Ethics Commission:
 - 4.1 Financial interests in a Company that does no business with OCCC or does business with OCCC outside the course and scope of one's OCCC responsibilities.
 - 4.2 Unpaid service on nonprofit or scholarly boards.
 - 4.3 Services of a scholarly or professional nature for which non-cash tokens of appreciation (honoraria) are traditionally conferred and are not undertaken for personal financial gain, for example a scholarly presentation or program evaluation.
 - 4.4 Inclusion of OCCC affiliation in publications or communications where not reasonably likely to be taken as an endorsement.
- 5.0 Outside Employment
 - 5.1 General Provisions. "Outside Employment" means self-employment and/or employment other than at OCCC. All Employees shall discharge their

responsibilities to OCCC unhindered by Outside Employment or other commitments. OCCC requires that Employees' activities and conduct away from the job shall not conflict with or compromise OCCC interests, or adversely affect job performance. Employees shall not use OCCC equipment for Outside Employment or disclose OCCC confidential information without prior authorization. In addition, OCCC employees shall not conduct any outside business during paid OCCC working time.

- 5.2 **Obligation.** In light of the potential to create Conflicts of Interest, Employees must disclose Outside Employment and request approval within two weeks of accepting any Outside Employment duties. Employee notification before accepting Outside Employment duties is recommended where practicable.
- 5.3 **Process.** Outside Employment may be denied or limited as provided in this section. In the event of a Conflict of Interest that may not be eliminated to the satisfaction of OCCC, the Employee will be given the option of relinquishing the Outside Employment or the Employee's position at OCCC. The Executive Director of Human Resources shall make the Conflict of Interest determination and provide written notice to the employee. In addition, OCCC will consider allowing Outside Employment under a management plan designed to eliminate or minimize the effects of any Conflict of Interest. Employees who are permitted to engage in Outside Employment that reasonably appears to create an actual, potential, or apparent Conflict of Interest shall provide their services in strict accordance with an approved management plan provided by the Executive Director of Human Resources. Work hours will not be adjusted to accommodate Outside Employment without supervisor approval.

6.0 OCCC Responsibilities

- 6.1 **Education.** OCCC Human Resources shall be responsible for annually offering adequate training and information to Employees concerning compliance with this Policy and the Ethics Rules. OCCC Human Resources shall further take steps to ensure that those responsible for implementation and administration of this Policy receive appropriate training to effectuate the aims of this Policy.
 - 6.2 **Procedures.** OCCC Human Resources will provide procedures for the disclosure, review, and any approval of Outside Employment, as well as maintain an inventory of Conflict-of-Interest disclosures, approvals, violations, and other documentation.
- 7.0 **Enforcement:** Reports or evidence of policy violations received shall be reviewed, investigated, and referred for action. Employees who fail to disclose a Conflict of Interest or to comply with a decision or approved management plan may be subject to discipline up to and including employment discipline and/or termination. Employees are reminded that they also are subject to civil and criminal penalties for violations of state or federal laws relating to conflicts of interest. OCCC may rescind an approved Outside Employment

activity upon receipt of information indicating the activity is not consistent with this Policy,
applicable law, or other OCCC policy.
Effective: August 22, 2023

APPENDIX: OKLAHOMA STATE ETHICS RULES, RULE 4: CONFLICTS OF INTEREST (EXCERPTS)

The full text of the Oklahoma State Ethics Commission's Rules regarding conflicts of interest is available on the Commission's website at

https://www.ok.gov/ethics/Ethics_Laws_Guides_&_Forms/index.html.

These Rules have the force and effect of law with civil penalties available for violations. Other penalties may apply arising from statutes and constitutional laws prohibiting certain State employee and officer conduct. A non-exhaustive topical list of the Commission's conflict of interest rules is provided below for ease of reference.

- Rule 4.1. Purpose of Rule 4.
- Rule 4.2. Definitions.
- Rule 4.4. Misuse of Office.
- Rule 4.5. Misuse of Authority.
- Rule 4.7. State Officer Impartiality.
- Rule 4.8. Gifts from Vendors to Persons Engaged in Purchasing Decisions.
- Rule 4.9. Gifts from Successful Vendors.
- Rule 4.11. Gratuities Offered at Seminars, Conferences or Similar Events.
- Rule 4.12. Modest Items of Food and Refreshments
- Rule 4.13. Acceptance of Meals, Lodging, Transportation and Other Benefits as a Result of Spouse's Business Activities.
- Rule 4.14. Acceptance of Meals, Lodging, Transportation and Other Benefits as a Result of Private Business Activities.
- Rule 4.15. Acceptance of Meals and Other Benefits for Conference Presentations.
- Rule 4.16. Acceptance of Meals for Professional, Civic or Community Events; Acceptance of Meals at Political Events.
- Rule 4.17. Gifts to Superiors by State Officers or Employees.
- Rule 4.18. State Officer or Employee Representation of Others in Transactions Involving the State.
- Rule 4.19. State Officer or Employee Representation of Others Before Employing Agency.
- Rule 4.23. Violation of Rules through Indirect Action.