**Operating Policy - Employee Conflict of Interest**

1. Definition

* 1. A conflict of interest exists where an employee:
		1. Has an outside interest that would;
			1. Materially encroaches on the time, resources, or attention which should be devoted to the duties within the employee’s job description;
			2. Interfere with an employee’s objectivity in fulfilling expected responsibilities and duties;
		2. Has a direct or indirect interest or relationship with an outside person, company, or organization that would:
			1. Make possible personal gain due to the employee’s ability to influence dealings;
			2. Render the employee partial toward the outsider for personal reasons or otherwise inhibit the impartiality of the employee’s business judgment;
			3. Place the MSU in an embarrassing or ethically questionable position;
			4. Reflect negatively on the integrity of the MSU.
		3. Takes personal advantage of an opportunity that properly belongs to the MSU;
	2. Employees must immediately disclose any situation that is or may potentially be a conflict of interest. This information will be reviewed by the Executive Board, at which time the employee will be required to take the prescribed course of action.
1. Administration
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