**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;
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1. Administration
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