**[Name]**

Statement Regarding Conflict of Interest

Acknowledgment and Disclosure

By accepting employment or office at [Name], a person is placed under an affirmative duty to comply with various standards governing the ethical conduct of

administrative officers and employees. Key standards are found in the Utah Public

Officers and Employees Ethics Act and common law principles defining fiduciary duties.

The specific purpose of the Utah Public Officers and Employees Ethics Act is stated as

follows:

*The purpose of this chapter is to set forth standards of conduct for officers and employees of the state of Utah and its political subdivisions in areas where there are actual or potential conflicts of interest between their public duties and their private interests. In this manner the Legislature intends to promote the public interest and strengthen the faith and confidence of the people of Utah in the integrity of their government. It does not intend to deny any public officer or employee the opportunities available to all other citizens of the state to acquire private economic or other interests so long as this does not interfere with his full and faithful discharge of his public duties. (Sec. 67-16-2)*

To allow full and faithful performance of institutional duties consistent with the requirements of the law, [Name] has adopted the following disclosure form. Awareness of ethical standards and completion of this form (where required) by designated administrative officers, staff, and faculty is intended to assist individuals in complying with the law. Understanding and compliance will also assure each person holding an institutional position to access the “opportunities available to all other citizens of the state to acquire private economic or other interests” in a manner that does not interfere with the full and faithful discharge of [NAME] duties.

The statutes and common law duties referenced above prohibit institutional administrative officers and employees from operating in situations where private and personal financial interests and employment create substantial conflicts of interest with the person’s institutional duties. In some situations, the institution will participate in transactions where an administrative officer or employee (or his/her spouse or minor child) has a private financial interest. If the relationship is disclosed and the person abstains from all participation in the action of [NAME], there would likely be no violation of these provisions.

This information and disclosure form is not intended to address every situation where a conflict of interest may arise. Employees may want to seek clarification from their immediate supervisor or the institution’s Compliance Officer with respect to specific situations and relationships. For answers to questions, please contact the District Manager or District Legal Counsel.

I serve in the following **[Name] position** as an administrative officer,

board member or employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have served this position since:

Position / Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Effective Date

I understand that I have a duty to avoid all unlawful conflicts of interest with respect to [NAME]. This includes additional employment or business or professional activities that would reasonably require or induce me to disclose non-public information that is received as part of my official duties. I will not seek or accept any compensation or gift that could influence a reasonable person to depart from the faithful performance of assigned [NAME] duties. This does not include meals and activities that are part of official meetings or activities. (Note: Utah statue exempts “an occasional non-pecuniary gift” valued at less than $50.

I will not accept compensation from any person with whom I have a private relationship to facilitate business with [NAME], without prior disclosure as required by Utah law.

I agree to disclose all relationships between [NAME] and any business in which I, my spouse, or my minor child owns a substantial interest or in which I am an officer, director, agent, or employee. This includes enterprises regularly engaged in business with [NAME] and with businesses that are real or potential competitors with [NAME].

I will not use non-public information that is received as part of my official duties to advance my personal economic interests or to secure special privileges for myself or others. I understand that Utah statute prohibits me from using non-public information relating to [NAME] plans, business strategies, etc. to further my financial interests or those of a business entity in which I, my spouse, or my minor child owns a substantial interest or act as employee, officer, director, or agent. (Note: State law specifically exempts from disclosure “instances where the total value of the financial interest does not exceed $2,000.)

Do you or any member of your immediate family have a significant relationship or financial interest with an individual or entity that is, or could be perceived to be, in conflict with the discharge of your duties at [NAME]?

**YES**

**NO**

If **YES,** the following are individuals or entities with whom I or a member of my immediate family have a significant relationship or financial interest that may be, or perceived to be, a conflict, or where I am the president or an officer, director, agent, or employee of the entity.

Entity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position of Interest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position of Interest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position of Interest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the Statement Regarding Conflict of Interest provided by [Name]

Name (**PRINT):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last, First, Middle

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME] Department:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

The foregoing instrument was acknowledged before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC, residing in

Utah County, Utah

My Commission Expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_