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# EMPLOYMENT

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## CONFLICT OF INTEREST

Employees must conduct SWOSU business within guidelines that prohibit actual or potential conflicts of interest. This procedure identifies areas of conflict that are prohibited by the Oklahoma Ethics Commission and state law. The information contained within this policy is not comprehensive, but serves as a guideline to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

- An employee shall not knowingly receive, directly or indirectly, any money or other valuable item(s) for the performance or nonperformance of his/her duties other than the compensation allowed by law.
- Employees shall not, directly or indirectly, solicit, receive or agree to receive anything of value for agreeing to appoint, appointing or procuring the appointment of another person to any state office or job.
- An employee shall not use his/her official position to solicit or secure special privileges, exemptions or compensations for himself/herself or others except in performance of his/her duties as may be allowed by law.
- An employee shall neither disclose nor offer to disclose confidential information acquired by reason of his/her official position, nor use such confidential information for his/her own personal gain or benefit.
- An employee shall not accept or solicit compensation or employment that would impair his/her independence or judgment in the performance of his/her public duties.
- Except as permitted by the Oklahoma Ethics Commission and state law, an employee shall not rent, lease, sell, offer to sell or cause to be sold--either as an individual or through any business enterprise in which he/she holds a substantial financial interest--goods, services, buildings or property to SWOSU.
- Neither an employee nor an immediate family member of an employee may, directly or indirectly, solicit, receive or agree to receive anything of value in excess of the amount allowed by state law in aggregate in a calendar year from a person who the employee knows or should know:
  - a) is a lobbyist or lobbyist principal.
  - b) is seeking to do business with SWOSU.
  - c) has a substantial financial interest in matters or actions before or affecting SWOSU.

Employees desiring additional information concerning the Oklahoma Ethics Commission's complete rulings on conflicts of interest and other ethics issues may contact the Human Resources Office and/or the Ethics Commission. (See also Outside Employment)