

308.4 Conflict of Interest

Purpose:

The purpose of this policy is to protect the interests of Bismarck State College and to create governance for employees contemplating entering into a transaction that may benefit the interest of an employee that may result in possible excess benefit transaction.

In order to monitor these situations, it is necessary that employees identify for BSC any business entity in which they have a business interest and notify Accounting Services anytime they are involved in a purchasing decision involving that entity, including preparation of product specifications.

Policy:

Disclosure and Management - While certain activities are not permitted, a conflict of interest is not necessarily inappropriate or prohibited; what is inappropriate is the failure to disclose a conflict, and once disclosed, the failure to provide appropriate supervision and management of the identified conflict.

Employees are expected and required to report/discuss promptly with their supervisor, give sufficient detail, all activities or situations which may involve, or appear to involve, a conflict of interest.

Any employee who fails to report any conflict-of-interest possibilities or violates this policy is subject to disciplinary action up to and including termination.

References:

[SBHE Policy: 308.4 Conflict of Interest](#)

History of This Policy:

First policy draft and approved by the President's Cabinet on July 13, 2000.

Revisions – November 14, 2000; January 12, 2004; September 15, 2008; August 21, 2009; reviewed by the Operations Council on September 12, 2018 and approved by the Executive Council on September 13, 2018.

Reviewed – March 30, 2015.

Reviewed by Campus Council on October 23rd, 2023, and reviewed by the Executive Council on November 8th, 2023, and approved by the President on November 28th, 2023.