

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

CONFLICT OF INTEREST/NEPOTISM
Policy No. 3-20
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Effective October 1, 2007

- (A) This policy is established to ensure that hiring, transfers, promotions, disciplinary action, supervision, and all other aspects of the college's day-to-day operations are conducted in a manner which helps prevent partiality, preferential treatment, improper influence, or conflict of interest or the appearance thereof. This policy is necessary to ensure the efficient operation of the college and to increase public confidence that officials and employees of the college act with integrity to promote the goals and welfare of the college. It applies to all college employees.
- (B) Nepotism - No employee or trustee shall use his or her authority or influence because of his or her position at the college to transfer, effect promotion for, give preferential treatment to, or to hire or cause to be hired any person closely related by blood, marriage, or other significant relationship to serve in any position at the college. This includes: parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner. No employee shall directly supervise a relative as defined above.
- (1) The college recognizes that occasionally, relationships develop in the workplace that may present the possibility of a conflict of interest/nepotism when co-workers marry or an employee's relatives come to work for the college.
 - (2) No relative of a member of the Board of Trustees shall be appointed as an employee of the college without the Board of Trustees' being specifically informed of the relationship prior to the appointment.
 - (3) No relative of an employee of Columbus State Community College shall be appointed as an employee of the college without the President's being specifically informed of the relationship prior to the appointment.
- (C) Conflict of Interest - Employees, trustees, and their families will neither solicit nor accept personal gifts or services from vendors or potential vendors to the college. Gifts do not include advertising or promotional items such as pens, calendars, or note pads, nor do they include complimentary copies of textbooks that are being considered for adoption. Columbus State Community College complies with the law as set forth by the Ohio Ethics Commission. Vendors include firms or individuals that provide equipment, materials, or professional services to the college.

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- (D) Individual employees shall not solicit nor accept, for their personal gain, special discounts from vendors. Employees shall not use their employment status with the college to seek/receive anything of value for personal gain or for the avoidance of taxes.
- (E) In making statements as private citizens, employees have the responsibility to make it clear that they are not representing the college.
- (F) Procedures to monitor this policy will be adopted by the President.

Last Effective Date: June 15, 2001