**Conflicts of Interest**

SJVCi expects all employees to conduct themselves and college business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

SJVCi recognizes and respects the individual employee’s right to engage in activities outside of employment which are private in nature and do not conflict with or reflect poorly on the college.

It is not possible to define all the circumstances and relationships that may create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a direct supervisor and/or Human Resources for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1.Simultaneous employment by a competitor of, or supplier to, SJVCi .

A second job may create a conflict of interest or affect your work performance at the Organization, so please ensure your immediate supervisor is aware and that he or she has received written approval regarding your other employment from the Human Resources team at Ember Education.

2.Carrying on college business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest. A “close relative” is a spouse/registered domestic partner, child, parent or parent or child of a spouse/registered domestic partner.

3.Holding a substantial interest in, or participating in the management of, a firm from which the college makes purchases or engages to provide services.

4.Borrowing money from customers or firms, other than recognized loan institutions, from which our college buys services, materials, equipment, or supplies.

5.Accepting gifts or excessive entertainment from an outside organization or agency valued at $100 or more without getting approval from your direct supervisor.

6.In the situation where an employee’s family member, partner or other individual in a close personal, social, dating or other intimate social relationship with the employee is applying as a student, to avoid such a conflict, the employee shall, at a minimum, notify their immediate supervisor and Human Resources in writing, in advance, to ensure that the employee does not have a direct or indirect influence over the student while in attendance (i.e., teaching, advising, supervision or evaluation of the work or academic performance of the student, or have influence over those who are teaching, advising the student).

7.Participating in civic or professional organization activities in a manner that divulges confidential college information.

8.Misusing privileged information or revealing confidential data to outside parties or to internal employees who do not have the need to know.

9.Using one’s position in the college or knowledge of its affairs for personal gains.

10.Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, campaign contribution laws, or other laws regulating the conduct of college business.

11. Asking for, or demanding, anything of value from a student for any reason.

12. Accepting gifts from students valued at $10 or more.