



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 their direct manager and/or Human Resources (AskHR@embered.com) 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. A second job may create a conflict of interest or affect an employee's work performance at the Organization, so it is their responsibility to please ensure their direct manager is aware and that they have received written approval regarding your other employment from the Human Resources.
2. Doing 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 any part of the Organization makes purchases or engages to provide services.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our Organization buys services, materials, equipment, or supplies.
5. Accepting gifts or entertainment from an outside organization or agency valued at \$250 or more without getting approval from a direct manager or senior leader.
6. If an employee's family member, partner or other individual in a close personal, social, dating or other intimate social relationship applies as, or becomes, a student, the employee shall, at a minimum, notify their immediate manager and Human Resources in writing (Employee.Relations@embered.com), 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. Using one's position in the Organization or knowledge of its affairs for personal gains.
8. Asking for, or demanding, anything of value from a student for any reason.
9. Gifts from students must never be solicited or encouraged, but if a student bestows a gift, the gift cannot be accepted if its value is more than \$25.