

 [Home](#) < [Policies, Employee and Labor Relations](#) <
[Personnel Policies for Staff Members](#)

Personnel Policies for Staff Members

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Other Policies

82. Conflict of Interest

July 1, 1996

A. GENERAL

An employee shall not engage in any activities which create a conflict of interest between the employee's assigned functions and any other interest or obligation. Special policies and guidelines are contained in the "Compendium of University of California Specialized Policies, Guidelines, and Regulations Related to Conflict of Interest." Listed below are summaries of some of the important policies set forth in the Compendium. Questions or requests for further information should be directed to the Conflict of Interest Coordinator designated by the Chancellor.

B. PERFORMANCE OF UNIVERSITY DUTIES

No one in the service of the University shall devote to private purposes any portion of time due the University nor shall any outside employment interfere with the performance of University duties.

C. PATENTS

Inventions by an employee are subject to the University patent policy. An agreement to assign inventions and patents to The Regents, except those resulting from permissible consulting activities without use of University services, is required for an employee.

D. GIFTS

An employee shall comply with the provisions of State and Federal law and University policy governing the acceptance of gifts and gratuities. In addition, University officers and employees must avoid the appearance of favoritism in all of their dealings on behalf of the University. All University officers and employees are expected to act with integrity and good judgment and to recognize that the acceptance of personal gifts from those doing business or seeking to do business with the

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University, even when lawful, may give rise to legitimate concerns about favoritism depending on the circumstances. If a University officer or employee has any question regarding the propriety of a gift, disclosure of the gift or proposed gift should be made to supervisor or other appropriate University official for a determination of the proper course of action.

Additional information regarding gifts and gratuities is contained in The University of California Policy and Guidelines Regarding Acceptance of Gifts and Gratuities Under California's Political Reform Act, March 1995.

E. FINANCIAL CONFLICT OF INTEREST

An employee may not make or participate in the making of a decision if there exists a financial conflict of interest. An employee who has been identified as a "designated official" in the University's Conflict of Interest Codes shall file financial disclosure statements each year.

F. EMPLOYEE-VENDOR RELATIONSHIPS

It is the policy of the University to separate the employee's University and private interest and to safeguard the University and employees from charges of favoritism in acquisition of goods and services. Goods or services shall not be purchased from an employee or near relative of the employee unless there is a specific determination that the goods or services are not available otherwise. University credit, purchasing power, and facilities shall be used for the purchase of goods and services that relate directly to University business and shall not be used to purchase material for individual or non-University activities.

G. INDEPENDENT CONSULTANTS

Proposals from independent consultants shall include the name and University position of any employee who holds a position of director, officer, partner, trustee, manager, or employee in the consultant organization. Selection of the independent consultant shall be made only on the basis of qualifications, resources, experience, needs of the University, and cost to the University. An employee who participates in a decision to select a consulting firm in which the employee holds a position must consider the disqualification requirements of the Political Reform Act of 1974. University policy regarding employee-vendor relationships applies to services as an independent consultant.

Applicability: All Staff Members



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