

Marywood University
CONFLICT OF INTEREST DISCLOSURE FORM

Please Reference the *Conflict of Interest Policy for Marywood University*.

A Conflict of Interest (“COI”) arises when a Covered Individual (“CI”) is in a position to influence either directly or indirectly Marywood University (“University”) business, research or other decisions, in ways that could lead to gain for the CI, the CI’s family or specified others to the detriment of the University’s integrity, best interest and/or its mission of teaching, research, and public service.

A Conflict of Commitment (“COC”) arises when the outside activities of a CI are so substantial or demanding of the CI’s time and attention as to interfere with the CI’s responsibilities to the department in or for which the CI works or performs services to students, or to the University.

CI’s must safeguard their University responsibilities against an actual or apparent COI and/ or COC that could arise from the type and scope of activities engaged in by CIs.

CIs are expected to complete this Disclosure Form at any time during the course of performing work for or providing services to the University that an actual, potential, apparent or perceived COI and/or COI arises.

Please complete this Disclosure Form, have your Department Head acknowledge, and submit it to the Human Resources Department via email at humanresources@marywood.edu or by hand delivery.

COVERED INDIVIDUAL INFORMATION

Name:

Position at/Relationship to University:

Department:

Phone Number:

1. Do you or any member of your immediate family have a current or potential involvement in a financial or other relationship that directly and significantly affects, potentially could affect or could be perceived by a reasonable person to affect your independent, unbiased judgment when performing your duties on behalf of or providing services to the University?

Yes No

If you answer yes, please complete the following:

Indicate business entity's name, name of owner or manager, and relationship to CI or the CI's immediate family: _____

_____.

2. Do you or any member of your immediate family possess a significant ownership interest or management function in an organization or entity conducting business with the University?

Yes No

If you answer yes, please complete the following:

Indicate the organization or business entity's name, relationship to the CI or the CI's immediate family member, the annual amount of any profits or compensation, market value of any equity, and any intellectual property rights: ____

_____.

3. Do you or any member of your immediate family have the potential for material, financial, or other benefit from knowledge or information confidential to the University?

Yes No

If you answer yes, please explain: _____

_____.

4. Do you or any member of your immediate family have an economic interest in any vendor, contractor, or business entity with which the University does business or is likely to do business, for which you have an opportunity to influence a related University decision?

Yes No

If you answer yes, please complete the following:

Indicate business entity's name, relationship to the CI or the CI's immediate family, the annual amount of any profits or compensation, market value of any equity, and any intellectual property rights: _____

_____.

5. Do you have any other apparent, potential or actual COI, financial or otherwise, that may compromise your decisions or judgment in carrying out your responsibilities to or when providing services to the University?

Yes No

If you answer yes, please explain:

6. At any time in the past twelve months, have you or has any member of your immediate family received any gift (other than promotional items or an occasional meal having a value of less than \$250) or hosted hospitality from any source from which the University buys goods or services or otherwise has significant business dealings?

Yes No

If yes, please describe the nature of the gift and the business entity and person giving the gift. _____

7. At any time in the past twelve months, have you or has any member of your immediate family given any gift (other than promotional items or an occasional meal having a value of less than \$250) or hosted hospitality to any source from which the University buys goods or services or otherwise has significant business dealings?

Yes No

If yes, please describe the nature of the gift and the business entity and person to whom the gift was given. _____

I confirm that I have received and read the Conflict of Interest Policy for Marywood University (also located on the Policy Committee website), and that the answers on this form are accurate to the best of my knowledge at this time. I will update this disclosure promptly if my circumstances change, either because of a change in my or my family's financial interests, a change in my University-related activities or services, or any other change that could affect the fact or appearance of an actual, potential or perceived conflict. I understand that any change in my outside activities that could create a conflict of commitment with assigned University duties will also be reported.

COVERED INDIVIDUAL'S SIGNATURE (full legal name):

Name: _____ Date: _____

Signature: _____

DEPARTMENT HEAD'S ACKNOWLEDGEMENT

Name: _____

Signature: _____

Title: _____

Date: _____

Acknowledgement by the CI's Department Head indicates that he or she is aware of any actual, potential, or apparent/perceived Conflict of Interest and/or Conflict of Commitment and intends to address and manage the circumstance prompting the COI or COC so that:

- the CI does not have an opportunity to influence the University's business or financial decisions in ways that could lead to personal gain or give improper advantage to a member of the CI's immediate family; and
- the CI can objectively fulfill his or her obligations to the University.

In the event that the Department Head concludes that there is no reasonable way to address and/or manage a COI and/or COC, the CI will be prohibited from participating in related University affairs associated with such COI.