

North Carolina Agricultural and Technical State University
DIVISION OF HUMAN RESOURCES

Annual Conflict of Interest Certification

Name:	Banner ID:
Job Title:	
Department:	Extension:
Work Schedule:	

It is the policy of the University, that employees Subject to the State Personnel Act (SPA) are to avoid conflicts of interest that have the potential to adversely affect the University's interest, to compromise objectively in carrying out University responsibilities, or otherwise to compromise the performance of University responsibilities. Resultantly, such outside activities and financial interests must be coordinated through the appropriate supervisor and/or Provost or Vice Chancellor and monitored to avoid conflict with primary obligation owed to the University. The term conflict of interest refers to situations in which personal and/or financial considerations may compromise, or have the appearance of compromising an employee's judgment in exercising University obligations, responsibilities and duties. A SPA employee may be considered to have a conflict of interest when he or she or any of the person's family possesses a significant financial interest in an activity that involves his or her responsibilities as a University employee. In order to comply with the University Policy on Conflicts of Interest as indicated above, SPA employees are to complete annually the conflict of interest form. Forms are available on the web site for your convenience or you may obtain a copy from the Department of Human Resources.

NOTE: This confidential form becomes a part of your personnel file. It may affect your employment and its completion is considered to be a condition of your employment. The information contained herein will only be disclosed to persons expressly authorized by you, by statute of judicial order.

COMPLETE THE QUESTIONS BELOW:

Do you supervise or assign anyone, in connection with work on University projects sponsored by a business in which you or a member of your family has significant financial interest?

YES NO If you answered YES, please explain on separate sheet and attach.

Do you employ or participate in external activities for pay? YES NO

If you answered YES, please explain on separate sheet and attach.

Are you OR a member of your family serving in an executive position of an enterprise (a) engaged in commercial activities in an area related to your University responsibilities, (b) with which the University has a substantial contractual relationship, or (c) that sponsors service projects in which you are a participant?

YES NO If you answered YES, please explain on separate sheet and attach.

Acknowledgement

I hereby acknowledge that I have read and understand the Policy on Conflicts of Interest and Commitment.

Employee's Signature: _____ Date: _____

I have reviewed the above CONFLICT OF INTEREST CERTIFICATION data.

Supervisor/Manager: _____ Date: _____

Department Head / Administrator _____ Date: _____

Provost or Vice Chancellor _____ Date: _____