

Policy Number: 02.055

Policy Title: Conflict of Interest and Business Ethics

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Conflict of Interest and Business Ethics

It is Antioch College's policy that all employees avoid any conflict between their personal interests and those of the College. The purpose of this policy is to ensure that the College's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the College.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- (1) Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the College, by any employee who is in a position to directly or indirectly influence either the College's decision to do business, or the terms upon which business would be done with such organization.
- (2) Holding any interest in an organization that competes with the College.
- (3) Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the College or which competes with the College.
- (4) Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the College.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the College.