

UC Davis Policy and Procedure Manual

Chapter 380, Personnel--General

Section 16, Conflict of Interest

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Supersedes: 2/1/06

Responsible Department: Offices of the Chancellor and Provost

Source Document: UC Conflict of Interest Code

I. Policy

- A. University faculty, staff, managers, or officials shall not engage in any activity that places them in a conflict of interest between their official activities and any other obligation.
- B. A variety of specialized policies and guidelines have been issued in recognition of the need for guidance in this area and in the related areas of ethical standards and codes of conduct (see III, below).
 - 1. The compendium of policies and guidelines is intended for the use of University employees should the question of a possible conflict of interest arise.
 - 2. An individual who, after considering these policies, guidelines, and regulations, is still uncertain about the propriety of a particular action or relationship in connection with University duties, can consult the Conflict of Interest Coordinator, Campus Counsel's Office, who will respond directly or refer the question to the appropriate official for interpretation or decision.

II. Responsibilities

- A. All employees must disqualify themselves from participating in University decisions in which they have a personal financial interest.
- B. Designated officials must:
 - 1. File a financial disclosure within 30 days of taking office.
 - 2. File annual financial disclosure statements.
 - 3. File a financial disclosure statement within 30 days of leaving office.
- C. Administrative officers must:
 - 1. Notify the Conflict of Interest Coordinator of changes in the staffing of designated official positions.
 - 2. Include conflict of interest information in recruitment materials for designated officials
The following language may be used: "Under the provisions of the Political Reform Act of 1974, the successful candidate will be required to file a Statement of Economic Interests."
 - 3. Establish departmental practices to ensure that:
 - a. UC Davis policies and codes regarding conflict of interest are followed.
 - b. Faculty and staff are aware of disclosure and disqualification requirements.

III. Specialized University Policies, Guidelines, and Regulations Related to Conflict of Interest

- A. [Business and Finance Bulletin G-39](#) provides a listing of systemwide policies related to conflict of interest, and a summary of each policy.

B. The following UC Davis policies provide campus specific information related to conflict of interest:

1. Policy and Procedure Manual:

- a. [Section 220-05, Integrity in Research.](#)
- b. [Section 230-05, Individual Conflicts of Interest Involving Research.](#)
- c. [Section 230-07, Public Health Service Regulations on Objectivity in Research.](#)
- d. [Section 250-15, Patents and Material Transfers.](#)
- e. [Section 260-45, Gifts Presented to Non-Employees.](#)
- f. [Section 270-20, Use and Reservation of University Properties and Event Arrangements.](#)
- g. [Section 300-10, General Travel Policy.](#)
- h. [Section 330-05, Business & Revenue Contracts.](#)
- i. [Section 330-31, Administration of Contract and Grant Projects.](#)
- j. [Section 350-10, Procurement.](#)
- k. [Section 350-55, Care and Control of Equipment.](#)
- l. [Section 350-90, Employee-Vendor Transactions.](#)
- m. [Section 380-13, Near Relatives.](#)
- n. [Section 380-17, Improper Governmental Activities/Whistleblower Protection.](#)
- o. [Section 380-55, Acceptance or Offering of Gifts and Gratuities by University Employees.](#)
- p. [Section 380-70, Consultant Agreements.](#)
- q. [Section 380-71, Independent Contractor Agreements.](#)

2. Academic Personnel Manual:

- a. [UCD-015, Procedures for Faculty Misconduct Allegations.](#)
- b. [UCD-016, Procedures for Faculty Discipline.](#)
- c. [UCD-025, Conflict of Commitment and Outside Activities of Faculty Members.](#)
- d. [UCD-520, Employment of Near Relatives.](#)

IV. References and Related Policies

- A. Business and Finance Bulletin G-39, Conflict of Interest Policy and Compendium of Specialized University Policies, Guidelines, and Regulations Related to Conflict of Interest.
- B. UC Conflict of Interest Code (http://www.ucop.edu/general-counsel/files/uc_coi_code.pdf).
- C. [UC Statement of Ethical Values and Standards of Ethical Conduct.](#)
- D. [UCD Administrative Responsibilities Handbook.](#)