

# UC Davis Policy and Procedure Manual

## Chapter 380, Personnel--General

### Section 16, Conflict of Interest

Date: 2/1/06, rev. 8/19/09

Supersedes: 3/20/1990

Responsible Department: Offices of the Chancellor and Provost

Source Document: UC Conflict of Interest Code

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#### [Exhibit A. Specialized University Policies, Guidelines, and Regulations Related to Conflict of Interest](#)

#### **I. Policy**

- A. The University's philosophy on conflict of interest is that none of its faculty, staff, managers, or officials shall engage in any activities that place them in a conflict of interest between their official activities and any other interest or obligation. 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. A list of these complementary policies and guidelines is provided as Exhibit A.
- B. The compendium of policies and guidelines is intended for the use of University employees should the question of a possible conflict of interest arise. 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 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. UCD policies and codes regarding conflict of interest are followed.
    - b. Faculty and staff are aware of disclosure and disqualification requirements.

#### **III. References and Related Policies**

- A. Business & Finance Bulletin G-39, Conflict of Interest Policy and Compendium of Specialized University Policies, Guidelines, and Regulations Related to Conflict of Interest, 6/18/02 (<http://www.ucop.edu/ucophome/policies/bfb/g39.html>).
- B. UC Conflict of Interest Code (<http://www.ucop.edu/ogc/coi/coitoc.html>).

- C. UC Standards of Ethical Conduct, 10/28/05.
- D. UCD Policy and Procedure Manual Section 380-17, Improper Governmental Activities/Whistleblower Protection (<http://manuals.ucdavis.edu/PPM/about.htm>).
- E. UCD Administrative Responsibilities Handbook (<http://accounting.ucdavis.edu/refs/Handbook.cfm>).