

Conflict of Interest Policy and Disclosure Form FAQ for WSU Tech

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1. Introduction

Q1.1: What is a Conflict-of-Interest Policy?

A: A Conflict-of-Interest Policy is a set of guidelines and rules that an organization, in this case, WSU Tech, implements to manage and mitigate conflicts of interest among its employees, faculty, staff and stakeholders. It outlines the expectations and procedures to ensure that individuals' personal interests do not interfere with their responsibilities, performance, and decisions within the organization.

Q1.2: Why is a Conflict-of-Interest Policy necessary for WSU Tech?

A: A Conflict-of-Interest Policy is essential for WSU Tech to uphold its integrity, transparency, and accountability. Higher education organizations like WSU Tech deal with various stakeholders including students, faculty, staff, boards, and external partners. To maintain public trust, avoid ethical dilemmas, and protect the organization's reputation, it is crucial to have clear guidelines on identifying, disclosing, and managing potential conflicts of interest.

2. Disclosure Form

Q2.1: What is a Disclosure Form?

A: A Disclosure Form, in the context of WSU Tech, is a document that employees, staff, faculty and stakeholders (boards) are required to fill out to declare any potential conflicts of interest. It is a proactive step taken by the organization to identify and address conflicts before they become problematic.

Q2.2: Why is a Disclosure Form required?

A: The Disclosure Form is required to ensure transparency and accountability within WSU Tech. It allows the organization to collect information about potential conflicts of interest, which can then be assessed and managed appropriately. By requiring disclosures, WSU Tech can prevent conflicts from negatively affecting its operations, reputation, and decision-making processes.

3. Examples of Disclosures

Q3.1: What needs to be disclosed?

A: Several situations and relationships should be disclosed. Examples include:

- Financial interests in companies or organizations that do business with WSU Tech.
- Employment or consulting relationships with entities that may have a vested interest in WSU Tech's decisions.
- Employment or consulting relationships with entities or personally owned entities or projects that directly effect my performance and or responsibilities of my work at WSU Tech.
- Family relationships or personal connections that could influence decision-making.
- Any other situations where personal interests may conflict with the interests of WSU Tech.

Q3.2: Why are these disclosures important?

A: These disclosures are crucial because they help WSU Tech identify potential conflicts and take appropriate action to manage them. Without such disclosures, the organization may unknowingly make decisions that are influenced by personal interests rather than what is in the best interest of the institution and its stakeholders.

4. Compliance

Q4.1: How can employees and stakeholders comply with the policy?

A: Compliance with the Conflict-of-Interest Policy involves:

- Completing the Disclosure Form accurately and honestly.
- Reporting any changes in personal interests or relationships prior to commitments or when they arise (promptly).
- Abiding by the guidelines and restrictions outlined in the policy.
- Seeking guidance or approval from the appropriate channels when potential conflicts arise.

Q4.2: What are the consequences of non-compliance?

A: Non-compliance with the Conflict-of-Interest Policy may result in disciplinary actions, including warnings, suspension, termination, or legal consequences, depending on the severity and impact of the conflict. WSU Tech takes conflicts of interest seriously to protect its integrity and reputation.

5. Additional Resources

Q5.1: Where can I find the Conflict-of-Interest Policy and Disclosure Form?

A: The Conflict-of-Interest Policy and the Disclosure Form can be found on the WSU Tech website ([Policies & Procedures | WSU Tech](#), under chapter 2 policy 2-11, or by contacting the People and Culture office.

Q5.2: Who can I contact for questions or assistance?

A: For questions or assistance regarding the Conflict-of-Interest Policy and Disclosure Form, please reach out to the WSU Tech People and Culture office. Peopleandculture@wsutech.edu.