

## POLICY 16 CONDUCT AND DISCIPLINE

### **Rule 16.01 – Conflict of Interest**

An employee will not engage in activities inside or outside the University that interfere with the individual's required hours of work or ability to fulfill job responsibilities, or activities that might reasonably be considered to be in conflict with the employee's University obligations and responsibilities. An employee will not engage in activities that may influence University business or other decisions in ways that could lead to any form of personal gain or improper advantage for the employee, the employee's family, or others to the University's detriment.

For purposes of this Rule, "family" includes an individual's spouse, ancestors, and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing.

### **Regulations**

#### **16.011 Reporting Requirement**

An employee is required to annually report in writing, through the established University procedures, any potential conflict of interest to the unit head for approval before engaging in any activity that is or may appear to be inconsistent with the employee's duties and obligations to the University of Illinois.

#### **16.012 Questions**

An employee's supervisor, unit head, and the head of the university or system human resources office will be available to discuss and advise an employee on conflict of interest questions and issues.

#### **16.013 Unit Head Responsibility/Review**

Heads of units are responsible for evaluating all potential conflict situations reported or known to them before acting to approve or disapprove them. When approval is withheld, a university employee is entitled to have the matter reviewed by the Chancellor/Vice President or by the Chancellor/Vice President's designee, and a system office employee by the President or the President's designee.