CONFLICT OF INTEREST DISCLOSURE STATEMENT

Calendar Year 2015

To insure that the interests of the University are protected, it is imperative that University employees be circumspect in their business and personal dealings and with public service commitments. Employees are expected to avoid any situation where they use their University position to influence business transactions to their personal benefit or any business in which they have an interest. Employees must retain the responsibility for compliance with the objectives of this policy.

Each full time employee is responsible to inform his or her supervisor and appropriate Vice President of any outside professional or other activity for which he or she received compensations for personal services, or which may adversely affect his or her productivity or give rise to other conflicts between the interest of the University and the employee’s personal interests.

Examples of conflicts of interest might include, but are not limited to the following:

- engaging in a private business that provides goods or services to the University
- providing for compensation, consulting services, research, or instruction to another academic institution
- maintaining a business or professional telephone listing or off-campus office
- using the University equipment, supplies, or space for church, civic, business, or other activities without reimbursing the University
- accepting valuable gifts or favors from a business which provides goods or services to BYUH

I hereby certify that I have read and understand the Conflict of Interest Policy and furthermore have no outside interest which needs to be disclosed.

I have read and understand the above explanation of conflict of interest.

______________________________       ________________________________
Print Name                                      Signature

______________________________       ________________________________
Department/School/Division                      Date

**The back of this form must be approved and signed by your supervisor.**

This form must be completed yearly.

(Please return to Human Resource Services)
Part 2: Activities that Affect Employee Commitment

I. Having read the reverse side of this form, please check and explain all new or continuing activities you have or will be involved with during this upcoming calendar year.

A. Intellectual Property Development
   1. Computer Software
   2. Instructional Software
   3. Tutorial packages
   4. Inventions
   5. Other ____________

B. Creative Activities Development
   6. Textbooks
   7. Works of Art
   8. Designs or Illustrations
   9. Musical Scores
   10. Other ____________

C. Consulting
   11. Technical Consulting
   12. Business Consulting
   13. Clinical Practice
   14. Professional Practice
   15. Performance in the Arts
   16. Presentations at Seminars
   17. Other ____________

D. Continuing Education
   18. Teaching of Evening School
   19. Independent Study Courses
   20. Know Your Religion
   21. Youth Programs
   22. Travel Study
   23. Conferences and Workshops
   24. Other ____________

E. Supplemental Research
   25. Federal Grants & Contracts
   26. Other Grants & Contracts

F. Additional Activities
   27. Maintaining a Private Business
   28. Government Service
   29. Taking a Second Job
   30. Direct or Indirect Involvement of a Non-University Product
   31. Teaching or Doing Research (other Consulting) for other Academic or Non-Academic Institution
   32. Other ____________

II. Explanation (Please describe the activities you checked above)

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<tr>
<th>Item #</th>
<th>Description of Activity</th>
<th>Estimated Total Days/Years</th>
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(Continue on a separate sheet if necessary)

III. Dean/Associate Dean/Director Comments

______________________________________________________________

______________________________________________________________

______________________________________________________________

Date: _______________  Dean/Director’s Signature: ____________________

(Please return to Human Resource Services)