



## Conflict of Interest and Conflict of Time Commitment Disclosure Statement

Employees are expected to understand the terms and conditions of his/her employment at BYU-Hawaii and to give their full measure of time, talent, and loyalty to the University. Any activity, work pattern, or other commitment that may adversely affect or influence University employees or employment, in terms of productivity, time worked, or improper influence is in conflict with his/her basic obligation.

Employees must carefully consider all circumstances and possible consequences of their business and personal dealings that could be a conflict of interest with University employment. Employees are expected to avoid any situation where they use their University positions to influence business transactions to their personal benefit, or to traffic on their University connection. They must not become involved in any activity that could compromise, or appear to compromise, their ability to perform their duties or to make decisions in their work assignment that are not in the best interest of the University.

Employees holding church positions should not schedule time from their work for the performance of routine church duties. An employee's office or place of business should normally not be used for church business during working hours. Church duties should be performed in addition to regular working hours, as is the case for other members of the church who are employed in business, government or other institutions not sponsored by the Church.

For a more complete understanding of this subject, employees are encouraged to read the Conflict of Interest Policy and Procedures.

Examples of activities that may or may not be a conflict of interest or conflict of time commitment may include, but are not limited to, the following. Please indicate your involvement by a [✓].

- |                                    |   |
|------------------------------------|---|
| Taking a second job                | Computer software development   |
| Maintaining a private business     | Instructional software development  |
| Technical Consulting               | Direct or indirect involvement of selling products  |
| Business Consulting                | Government service (other than jury duty, state legislation, or weekend National Guard/Reserve) |
| Professional Practice              | Performances in the Arts (e.g. performing or musical groups)                                    |
| Presentations at Seminars/workshop | Other   |
| Teaching a class                   |   |
| Temple Assignments                 |   |

Please describe any other activities checked above and/or activities that are not listed:

I have read this statement and regard the above as a full disclosure of my possible conflicts of interest.

Employee's Printed Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

**Action to be taken with regard to conflict of interest and conflict of time disclosures:** The employee and line management will develop a written plan to reduce, eliminate, or manage each conflict of interest and conflict of time commitment. A guideline for the documentation can also be accessed on the Human Resource website under Forms: Conflict of Interest – Plan to Reduce, Eliminate, or Manage a Conflict of Interest and Conflict of Time Commitment.



## Plan to Reduce, Eliminate, or Manage a Conflict of Interest and Conflict of Time Commitment

---

1. Description of the conflict(s):
  
2. Potential impacts of the conflict(s) on work responsibilities:
  
3. Specific plan arranged between the employee and immediate supervisor to manage, reduce, or eliminate the conflict(s):

### Employee Commitment

I have read this statement and regard the above as a full disclosure of my possible conflicts of interest. I agree to follow the plan outlined above to ensure that the conflict(S) identified will not violate University policy or adversely affect the University or its employees.

\_\_\_\_\_  
Employee Name – Please Print

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Supervisor Commitment

I have read carefully reviewed these plans with this employee and commit to ensure the disclosed conflict(s) will not violate University policy, or adversely affect the University or its employees.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### Line Management Review, Comments, and Final Recommendation

\_\_\_\_\_  
Dean/Managing Director/Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date