



# POLICY

Title: Conflict of Interest	Code: C0700 - 1
Authority: Wisconsin Statutes Chapter 19, Subchapter III	Original Adoption <sup>1</sup> : 9/16/81
	Last Revised: 8/15/25
	Reviewed: 2025
	Effective: 10/01/2025

## BACKGROUND

The District Board must, by necessity, specifically prohibit those activities that will cause an actual or perceived conflict of interest by an employee. Employees hold their positions as a public trust. Any effort to realize personal gain through official conduct is a violation of that trust.

This policy recognizes that the Board's purpose is to prohibit or restrict only those activities that will result in a conflict of interest between the personal interest of an employee and an employee's public responsibilities to the College. The Board does not wish to prohibit employees from freely pursuing those activities that are not a conflict or will not result in a conflict.

## DEFINITIONS

For purposes of this policy the following definitions apply:

- 1) **Authority:** supervisory, advisory, evaluative, or other power or influence over another person, including the authority the powers and responsibilities entrusted to public officials and employees by virtue of their position MATC
- 2) **Family:** any family member by blood or marriage up to and including the level of first cousin, corresponding "step" relationships or any individual with whom an employee has a close personal relationship such as domestic partner, co-habitant, significant other, or any other person residing in an employee's household.
- 3) **Partner/Affiliate:** any organization, entity, or association other than MATC in which an employee has a personal or professional interest, or which they are formally or informally associated with.
- 4) **Violence Against Women Act:** creates and supports comprehensive, cost-effective responses to domestic violence, sexual assault, dating violence and stalking.

## POLICY

### I. *With regard to general conflicts of interest no employee shall:*

- a) Use their position to influence college business decisions that could result in personal or financial gain for themselves or a family member.
- b) Advancing personal interests or those of an MATC partner/affiliate supported by an employee, which conflict with an employee's public responsibilities to the College.

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<sup>1</sup> Originally adopted 9/16/81 as part of the Ethics Policy C0700.



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- c) Use the College's time, facilities, equipment or supplies or use the prestige or influence of the college's position strictly for an employee's private gain or advantage or a family member's private gain or advantage.
- d) Accept solely for their private gain or advantage, money or anything of value from a business for the performance of an act required as part of their official duties.
- e) Intentionally use or disclose information gained in the course of or by reason of their official position or activities in any way that could result in the receipt of anything of value for them, their immediate family, or for any other person or organization, if the information has not been communicated to the public or is not public information.
- f) Be assigned to any position or department where the employee would be supervised directly or indirectly by an immediate family member. A person cannot supervise a family member and the family member cannot be in that person's chain of command. Employees are required to notify Human Resources of any existing familial relationships or any familial relationships that are created amongst employees by marriage.
- g) Be assigned to teach any course in which a family member is assigned as a student. A faculty member **shall not** teach a family member because of the actual and perceived conflicts of interest that arise. Where a faculty member is assigned to teach a course in which a family member is a student, the faculty member is required to notify their Dean of the familial relationship and follow all relevant college policies and procedures which includes the possibility of being reassigned to another course.

II. *With regard to collateral or other employment **no employee shall:***

- a) Engage in any type of collateral or other employment, which interferes with the employee's contractual obligations to the college or negatively impacts satisfactory attendance and accomplishment of assigned duties or the image or mission of the college.
- b) Undertake full-time employment with another entity while being employed in a full-time status with the college.
- c) Engage in any collateral employment or business using college information used to administer courses and/or programs. This includes computer-generated lists, syllabi and course materials (prepared at the direction of the college).
- d) Engage in any collateral employment or any other pursuit during the employee's normal business day within the college that would conflict with the employee's normal duties, or call upon other employees to assist in the carrying out of duties related to the employee's collateral employment.

III. *With regard to acceptance of gifts, favors or honoraria **no employee shall:***



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- a) Solicit or receive on their behalf or the behalf of an immediate family member anything of value based solely on his/her position or relationship with the college.
- b) Accept fees solely for their own personal gain when assigned or acting as an official representative of the college in the presentation of papers, instruction, talks, demonstrations, expert testimony or making appearances. Any fees, honoraria or reimbursement of expenses which may be offered in connection therewith shall be paid to the college providing the college is reimbursing the individual for his/her expenses (exclusive of salary).
- c) Fees and honoraria paid for papers, instruction, talks, demonstrations, expert testimony or appearances made by employees on their own time and not directly part of their official duties may not be a violation of this rule. Employees should notify their divisional vice president prior to accepting fees and honoraria for papers, instruction, talks, demonstrations, expert testimony, or appearances if it appears that a potential for a conflict of interest exists.

#### **PENALTY FOR POLICY VIOLATION**

This policy does not cover every instance that is or could lead to a perception of a conflict of interest. Each reported violation will be evaluated on a case by case basis where it is not specifically covered by this policy. If an employee is alerted to a perceived conflict of interest, they should immediately cease the activity and report to their supervisor for direction and consideration. A failure to report a perceived conflict of interest will be considered a violation of this policy.

In the event any employee violates this policy, the employee may be disciplined up to and including discharge.

Office of Responsibility: Office of General Counsel