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CONFLICT OF INTEREST/COMMITMENT - EDUCATION

Education Code - P A25-144 Statement of Policy

1. Definition of Conflict – Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the denomination. While serving as an officer, trustee, or director of multiple denominational entities is thus acknowledged and accepted, an officer, trustee, or director serving on an organization's board is expected to act in the best interest of the organization and its role in denominational structure.

A conflict of commitment shall mean any situation which interferes with an employee's ability to carry out duties effectively. Elected, appointed, or salaried employees on full-time assignment are compensated for full-time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization's statement of ethical foundations and conduct or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).

2. Conditions Constituting Conflict – Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potentiality of being considered as conflicts of interest, the following situations are considered to have the potentiality of being in conflict and therefore are to be avoided:

- Engaging in outside business or employment that encroaches on the denominational organization's call for the full services of its employees even though there may be no other conflict.
- Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.
- Engaging in any business with or employment by an employer that is a supplier of goods or services to any denominational organization.
- Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment or using one's connection to the denomination to further personal or partisan political interests.
- Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
- Lending money to or borrowing money from any third person, excluding financial institutions, who is a supplier of goods or services or lending to/borrowing from a trustor or who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
- Accepting or offering of any gratuity, favor, benefit, or gift or of any commission or payment, monetary or non-monetary, of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employee.



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- Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
- Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.
- Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.
- Using one's connections within the organization to secure favors for one's family or relatives.
- Employees shall not accept loans from church members or churches.

3. Statement of Acceptance – The chief administrative officer of the organization concerned shall present a statement of acceptance of the policy on conflict of interest to denominational administrators and department leaders and to each member of the boards of trustees and all employees of denominational associations and institutional corporations having responsibility in connection with the handling of trustee funds, and such statements shall be signed and made available to the responsible auditors. The boards of trustees of such organizations shall be apprised annually by denominational auditors of inherent exposures to denominational assets.

4. Disclosure of Conflict— If known, in advance of any meeting, business transaction, or other activity at which the issue may be discussed or on which the issue may have a bearing on the person's approach to the issue, whether directly or indirectly; or If not known in advance, when the actual, possible, or potential conflict becomes apparent. Disclosure must be made to the person in charge of the meeting or activity and to the full meeting, or to the person's supervisor, as appropriate.



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CONFLICT OF INTEREST DECLARATION

STATEMENT OF ACCEPTANCE

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, and parents) and its provisions shall protect any organization affiliated with or subsidiary to the Nevada-Utah Conference of Seventh-day Adventists. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the Conference Executive Committee in writing. Noncompliance may result in disciplinary action, up to and including termination from employment. Termination from employment shall be processed in harmony with existing policies.

1. I have read the Statement of Ethical Foundations and the policy on Conflict of Interest and/or Commitment.
2. I am in compliance with my employer’s policy on Conflict of Interest and/or Commitment as printed above.
3. Except as disclosed below:
 - a. Neither I nor my family have a financial interest or business relationship which competes with or conflicts with the interests of the Nevada-Utah Conference of Seventh-day Adventists.
 - b. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five percent (5%) ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of the Nevada-Utah Conference of Seventh-day Adventists,
 - c. Neither I nor my family receive/received any payments or gifts, monetary or non-monetary (other than of nominal value) from other denominational entities, suppliers, or agencies doing business with the Nevada-Utah Conference of Seventh-day Adventists.
 - d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to the Nevada-Utah Conference of Seventh-day Adventists in any decision making process involving financial or legal interests adverse to the Nevada-Utah Conference of Seventh-day Adventists.

Disclosures:

1. _____
2. _____
3. _____
4. _____
5. _____

 Name

 Date

 Position(s)/Title

 Signature