By accepting employment at Utah Valley University, a person is placed under an affirmative duty to comply with various standards governing the ethical conduct of administrative officers and employees. Key standards are found in the Utah Public Officers and Employees Ethics Act and common law principles defining fiduciary duties.

The specific purpose of the Utah Public Officers and Employees Ethics Act is stated as follows:

The purpose of this chapter is to set forth standards of conduct for officers and employees of the state of Utah and its political subdivisions in areas where there are actual or potential conflicts of interest between their public duties and their private interests. In this manner the Legislature intends to promote the public interest and strengthen the faith and confidence of the people of Utah in the integrity of their government. It does not intend to deny any public officer or employee the opportunities available to all other citizens of the state to acquire private economic or other interests so long as this does not interfere with his full and faithful discharge of his public duties. (Sec. 67-16-2)

To allow full and faithful performance of institutional duties consistent with the requirements of the law, Utah Valley University has adopted the following disclosure form. Awareness of ethical standards and completion of this form (where required) by designated administrative officers, staff, and faculty is intended to assist individuals in complying with the law. Understanding and compliance will also assure each person holding an institutional position to access the “opportunities available to all other citizens of the state to acquire private economic or other interests” in a manner that does not interfere with the full and faithful discharge of university duties.

The statutes and common law duties referenced above prohibit institutional administrative officers and employees from operating in situations where private and personal financial interests and employment create substantial conflicts of interest with the person’s institutional duties. In some situations, the institution will participate in transactions where an administrative officer or employee (or his/her spouse or minor child) has a private financial interest. If the relationship is disclosed and the person abstains from all participation in the action of the university, there would likely be no violation of these provisions.

This information and disclosure form is not intended to address every situation where a conflict of interest may arise. Employees may want to seek clarification from their immediate supervisor or the institution’s Compliance Officer with respect to specific situations and relationships. For answers to questions, visit the Conflict of Interest website at [www.uvu.edu/compliance/conflict/html](http://www.uvu.edu/compliance/conflict/html) or contact the Compliance Office at 8156.

UVU Policy #114 Conflict of Interest  
[http://www.uvu.edu/policies/officialpolicy/policies/show/policyid/221]
I serve in the following position as an institutional administrative officer or employee:

____________________________________________________

I have served in this position since: ______________________________________________

I understand that I have a duty to avoid all unlawful conflicts of interest with respect to the institution, as indicated above. This includes maintaining employment or engaging in business or professional activities which would reasonably require or induce me to disclose non-public information received as part of my official duties or to use such information to further substantially my personal economic interest or to secure special privileges for myself or others.

I agree that I will not seek or accept compensation or a gift of substantial value if that would tend to influence a reasonable person to depart from the faithful performance of assigned institutional duties. This does not include meals and activities which are part of official meetings or activities. (Note: The law exempts “an occasional non-pecuniary gift having a value of not in excess of $50.” The Procurement Code does not include a $50 exemption. In a situation which is part of or may reasonably lead to the procurement of goods or services, great care must be taken to avoid receipt of a gift or gratuity in ANY amount.)

I agree that I will not accept compensation for assisting any person with respect to a transaction with the institution without prior disclosure of the private relationship, in a manner as required by law.

I agree to disclose all relationships between the institution and any business in which I (or my spouse or minor child) am the owner of a substantial interest or in which I am an officer, director, agent, or employee. This includes businesses regularly doing business with the institution and real or potential competitors with that institution.

I understand that I may not use non-public information relating to institutional plans, business strategies, etc. in furtherance of financial interest of my own or of a business entity in which I (or my spouse or minor child) own a substantial interest or am an employee, officer, director or agent. (Note: The law specifically exempts from disclosure “instances where the total value of the financial interest does not exceed $2,000.”)

The following are entities which have ongoing business relationships with the institution where I, or a member of my immediate family, own a substantial interest or am the president or an officer or employee of the entity.

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I have read the Statement Regarding Ethical Duties provided by Utah Valley University.

Name (Printed): _____________________________________  UV ID#: __________________

Last       First       Middle

Department: ____________________________________________________________________

Signature: ___________________________________________  Date: __________________