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 web site at 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 Utah Valley University position as an administrative officer or employee:

_________________________________________. I have served in this position since: ______________

Position/Title ___________________________ Effective Date __________________

I understand that I have a duty to avoid all unlawful conflicts of interest with respect to UVU. This includes additional employment or business or professional activities that would reasonably require or induce me to disclose non-public information that is received as part of my official duties.

I will not seek or accept any compensation or gift that could influence a reasonable person to depart from the faithful performance of assigned UVU duties. This does not include meals and activities that are part of official meetings or activities. (Note: Utah statute exempts “an occasional non-pecuniary gift” valued at less than $50. UVU Procurement Code does not include an exemption.)

I will not accept compensation from any person with whom I have a private relationship to facilitate business with UVU, without prior disclosure as required by Utah law.

I agree to disclose all relationships between UVU and any business in which I, my spouse, or my minor child owns a substantial interest or in which I am an officer, director, agent, or employee. This includes enterprises regularly engaged in business with UVU and with businesses that are real or potential competitors with UVU.

I will not use non-public information that is received as part of my official duties to advance my personal economic interests or to secure special privileges for myself or others. I understand that Utah statute prohibits me from using non-public information relating to UVU plans, business strategies, etc. to further my financial interests or those of a business entity in which I, my spouse, or my minor child owns a substantial interest or act as employee, officer, director, or agent. (Note: State law specifically exempts from disclosure “instances where the total value of the financial interest does not exceed $2,000)."

Do you or any member of your immediate family have a significant relationship or financial interest with an individual or entity that is, or could be perceived to be, in conflict with the discharge of your duties at the University?  

☐ YES ☐ NO

If YES, the following are individuals or entities with whom I or a member of my immediate family have a significant relationship or financial interest that may be, or perceived to be, a conflict, or where I am the president or an officer, director, agent, or employee of the entity.

Entity _________________________________________ Position of Interest _____________________

I have read the Statement Regarding Conflict of Interest provided by Utah Valley University.

Name (PRINT): ______________________________________________________________________

UVU Department: ___________________________ UVID#: ___________________________

Employee’s Signature: ___________________________ Date: ___________________________

Supervisor’s Signature: ___________________________ Date: ___________________________

Submit completed form to Human Resources (BA110 – MS184) or Compliance Services (BA203 – MS272)