

2.34 Conflict of Interest and Ethical Guidelines

Last Revised: New

Policy: Piedmont Community College (PCC) employees are to avoid conflicts of interest in accordance with the provisions of North Carolina General Statutes 115D-26 and 14-234.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure employees act in the best interests of the College and strive to meet the highest standards of integrity and ethical behavior in order to uphold a standard of conduct that engenders public trust and that protects the College's reputation and financial well-being.

Definitions

Conflict of Interest—a circumstance that relates to a financial or other personal interaction that has the potential to, or the appearance of, compromising an employee's objectivity in meeting their duties or responsibilities.

Financial Consideration—the receipt of anything of monetary value, including but not limited to payments for services by companies with which the College may do business (e.g. consulting fees and salary); and equity interests involving companies with which the College may do business (e.g. stocks, stock options, ownership interests, patents, copyrights, and royalties).

Immediate Family—includes, but not limited to, spouse, parents, siblings, children, brother/sister-in-law, son/daughter-in-law, mother/father-in-law, grandparents, grandchildren, stepchildren, stepparent, and stepsiblings.

Personal Consideration—any personal interest or affiliation.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The President and the Vice President, Administrative Services/CFO have monitoring authority for this policy.

Procedure:

Section 1: Prospective Employees

- 1.1. All prospective employees will be screened to determine if they are already doing business with the College.
- 1.2. If the prospective employee is a current contractor of the College, the Office of Human Resources and Organizational Development (HROD) will notify the prospective employee that they must determine whether they wish to remain a contractor or pursue employment with the College.

Section 2: Potential Contractors

- 2.1. All contractors who wish to conduct business with the College must complete a professional services agreement/contract to determine if they are already an employee of the College.

Section 3: Current Employees

- 3.1. Current employees cannot also be contractors of the College.

Section 4: Prohibited Employee Conduct

- 4.1. Using a job title, the College's name, and/or the College's property for personal profit or benefit.
- 4.2. Soliciting or receiving any gift, reward, gratuity, favor, promise, or anything of monetary value in exchange for recommending, influencing, or attempting to influence any College activity, including but not limited to selecting, awarding, or administering a contract or purchase order or any decision of the college administration.
- 4.3. Participating in selecting, awarding, or administering any purchase or contract on behalf of the College where, to the employee's knowledge or information, any of the following has a financial or personal interest in said purchase or contract:
 - 4.3.1. the employee
 - 4.3.2. a member of the employee's immediate family, extended family, or household
 - 4.3.3. an organization in which the employee or a member of their immediate family, extended family, or household is an officer, director, or employee

- 4.3.4. a person or organization with whom the employee or a member of their immediate family, extended family, or household is negotiating employment or has any arrangement concerning prospective employment
- 4.3.5. a friend of the employee

Legal Citation: [N.C.G.S. 14-234](#) [N.C.G.S 115D-26](#)

History: Effective August 2023