



OFFICE OF DIVERSITY & EQUITY

## CONFLICT OF INTEREST DISCLOSURE

*The State Code of Ethics for Public Officials states a conflict of interest exists when a state employee, in the discharge of their official duties, is required to take an action that would affect the financial interest of the employee, the employee’s family member (spouse, parent, sibling, child or spouse of a child.), or a business with which the employee is associated with. If presented with a conflict of interest, the Code requires employees to prepare a written statement describing the matter and the nature of the conflict and deliver a copy to their immediate supervisor. The supervisor shall assign the matter to another employee who does not directly or indirectly report to that individual.*

**This form is intended to assist employees with meeting the statutory requirements as well as compliance with the University’s “Policy on Nepotism in Employment,” approved on September 19, 2013.**

The [CSCU Nepotism in Employment Policy](#) states: the objective of the search procedures for new hires is to ensure that the best candidate for the position is the one selected. It is the policy of the ConnSCU that any employee serving on a search committee must excuse themselves from consideration of the qualifications of a relative if one applies for the position and must further disclose to the search committee that said candidate is a relative. Further, no ConnSCU employee shall vote, make recommendations or in any way attempt to participate in or influence decisions about any personnel matter which may affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, or other employment status or interest of a relative. For purposes of this policy, “relative” means a connection between persons by blood, marriage, adoption, or co-habitation. Relative includes, but is not limited to, spouses, parents, children, adopted children, brothers, sisters, brothers-in-law, sisters-in-law, father-in-law, mother-in-law, stepparents, stepsiblings, stepchildren, nieces, nephews, grandchildren, and grandparents.

[CSCU Nepotism in Employment Policy https://www.ct.edu/files/pdfs/hr-policy-nepotism.pdf](https://www.ct.edu/files/pdfs/hr-policy-nepotism.pdf)

### To Complete the Form:

1. **Search Committee Participant** - complete section 1 and provide a copy to the search committee chairperson.
2. **Search Committee Chairperson** - complete section 2 and forward to the Office of Diversity and Equity & Human Resources for review and final approval.
3. **Chief Diversity, Equity & Inclusion Officer** - complete section 3 and send the original to the Human Resources Office. A copy should be retained, and another provided to the Search Committee Participant for his/her records.

**Search Name:**

**Name of Search Committee Participant(s) / Employee(s) impacted:**

**Employee(s) Name:**



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**Section 1 DISCLOSURE**

**Required Action (examples: making a hiring or merit decision):**

**Name and Relationship of Applicant Affected:**

**Description of Potential Impact with Employment/Search Committee Participation:**

**Section 2 PROPOSED CONFLICT RESOLUTION PLAN**

**Report Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Action taken to resolve conflict:**

*Chairperson of Search Committee Signature:*

*Date:*



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### Section 3 REVIEW AND APPROVAL

- I have reviewed the disclosure form with the Ethics Officer/Human Resource Office and agree with the proposed conflict resolution plan.
  
- I have reviewed the disclosure form with the Ethics Officer/Human Resource Office, and modify the proposed plan as follows:

COMMENTS:

*Chief Diversity, Equity & Inclusion Officer Signature:*

*Date:*

**Original Copy filed:**

Diversity/Human Resources Search Record

**Copy to:**

Search Committee Participant  
Office of Diversity and Equity