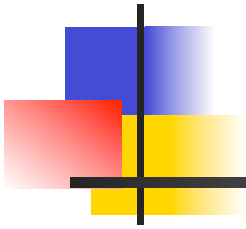


# Conflicts of Interest and Conflicts of Commitment



Supervisor Refresher



# Conflict of Interest

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- What is a potential conflict of interest?

Broadly defined, a *potential conflict of interest* encompasses external ties that may or may appear to improperly bias a U-M employee's judgment in performing his or her U-M job responsibilities.



# Conflict of Commitment

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- What is a potential conflict of commitment?
- Broadly defined, a *potential conflict of commitment* encompasses situations in which an employee's external relationships or activities may or may appear to interfere or compete with the University's mission, or with the staff member's ability or willingness to perform his or her job responsibilities.



## Why use the word *potential*?

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- Because a lot depends on the circumstances.
- For example, if an employee discloses an external tie and steps are then taken to remove the chance of bias (e.g., removing the employee from certain decisions), the potential conflict has been eliminated.



## Why *potential*?

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- Another example...
- A U-M employee accepts a gift from someone outside the U-M and then makes what he/she claims was an unbiased decision about using the services of that person's company. But the *appearance* of bias, regardless of anything else, creates a *potential* COI.



# University COI/COC policies

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- See Handouts for Business and Finance Policy and University SPG's



# Key principles

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- All U-M faculty & staff members are to act with honesty, integrity, and in the best interest of the University when performing their duties, and to abide by the highest standards.
- U-M allows and encourages faculty and staff to engage in outside activities and relationships that enhance the mission of the University.



## Key principles, continued

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- No U-M employee may use his/her official position or influence to further his/her personal gain or advancement, or that of family members or personal associates, at the expense of the U-M or against U-M policy.



# Disclosing & Managing COIs and COCs

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- Faculty & staff must disclose all potential COIs and COCs (includes temps).
- The appropriate U-M official (often times this is you the supervisor) must then evaluate the potential conflict, and if necessary, must manage it.



# B&F Policy

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- Time Conflicts
  - Other University employment
  - Outside employment
  - Running their own business
  - Stipends and honorarias for speaking engagements
- Relationship Conflicts
  - Hiring and supervising
  - Purchasing



# B&F Policy cont'd

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- University Resources Conflicts
  - Use of University resources
  - Expense reimbursement
  - Patents and copyrights
- Gift Conflicts
  - Vendor gifts
  - Employee donations to the University
- Political Activity



# Administration of Policy

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- Annual review
  - Through Department meetings
  - Via Performance reviews
  - On-line tutorial
    - [http://www.provost.umich.edu/programs/COI\\_COC/staff/tutorindex.html](http://www.provost.umich.edu/programs/COI_COC/staff/tutorindex.html)
- Recordkeeping
  - Secure file, confidentiality maintained



# Collective bargaining agreements

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- If my employment is covered under a collective bargaining agreement, do the COI/COC policies apply to me?

Yes. The provisions of the COI/COC policy apply to all faculty and staff.

But some provisions of the collective bargaining agreement may come into play, such as issues of representation and discipline.



# Resources Available to You

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- Your Manager/Supervisor
- F&O Human Resources
- University HR