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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Conflict of Interest** **4.26**

Responsible Division: Human Resources

Date Approved: August 1995

In accordance with North Carolina General Statute 14-234, and in order to avoid conflict of interest, the appearance of conflict of interest or the appearance of impropriety, the Board of Trustees and employees of Southwestern Community College shall adhere to the following guidelines:

1. Neither members of the Board of Trustees nor employees of Southwestern Community College shall have any pecuniary interest, either directly or indirectly, proximately or remotely, in supplying any goods, wares, or merchandise of any nature or kind whatsoever to the College.
2. Neither members of the Board of Trustees nor employees of Southwestern Community College shall solicit or accept any gift, favor, or other benefit, either directly or indirectly, for reward or promise of reward for influence in recommending or procuring any merchandise or service.
3. Nepotism for employees is covered under Policy 4.9, section 1.6.b. For members of the Board of Trustees, the following restrictions apply:
 - a. The College shall not employ, on a full-time basis, any individual who is closely related to a member of the Board of Trustees.

- b. "Closely related," as it applies to relatives of Board of Trustees members, is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, husband, wife, stepparents, stepchildren, stepbrother, stepsister, guardian or ward.
 - c. The provisions of this policy shall not apply to an individual employed prior to the appointment of the Board of Trustees member who is closely related by blood or marriage as defined in 4.26., section 3.b. In the event that an appointed Board of Trustees member is related to a full-time employee as defined in 4.26, section 3.b., who was employed prior to the appointment of said Board member, then the Board member shall not participate in any Board personnel decisions or actions which directly or indirectly affect the employed relative.
4. Any policies of the North Carolina Community College System or any North Carolina state law will take precedence over this policy.
 5. Any employee who participates in activities which might be construed as involving conflict of interest, or may do so in the future, should report this information to the President. Any Board of Trustees member involved in activities described above should report the information to the Chairman of the Board of Trustees.

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