



DIVISION	ADOPTION DATE
II College Employees	01/2018
POLICY NAME	REVISIONS
02.01.11 Conflicts of Interest	Revised: 09/2021

02.01.11 CONFLICTS OF INTEREST

Joliet Junior College (College) expects all employees to conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding actual, perceived, and potential conflicts of interests. A conflict of interest is a situation in which someone in a position of advocacy, trust, support, and/or leadership has a competing professional or personal interest. Such competing interests can make it difficult to fulfill the employee's duties impartially or to avoid the perception of impartiality. A conflict of interest does not generally mean a person is engaging in wrongdoing but it does require special care and management to protect all parties involved including the College.

Conflicts of interest should be avoided where possible, or otherwise disclosed and managed in accordance with the corresponding institutional procedure.

Employees shall not use their College position to secure personal financial benefits for themselves or any member of their immediate family. A conflict of interest arises whenever the employee has the opportunity to influence college operations or business decisions in ways that could result in a personal financial benefit to the employee or a member of an employee's immediate family.

Nothing in this policy shall be construed to permit, even with disclosure, any activity that is prohibited by law.

Definitions

Conflict of Interest: A conflict of interest can involve situations in which an actual, perceived, or potential conflict exists.

Actual Conflict of Interest: An actual conflict of interest exists when there is a verifiable conflict between an individual's duties and responsibilities in serving JJC and their personal interests.

Perceived Conflict of Interest: A perceived conflict of interest exists when based on verifiable information, it would be reasonable for a person to believe that a conflict exists for an individual employed by JJC.

Potential Conflict of Interest: A potential conflict of interest exists when interested person's personal interest could currently or in the future, conflict with their duties and responsibilities in serving JJC. Potential conflicts can develop into actual conflicts.

Additional examples and explanations, as well as disclosure procedures, are outlined in Institutional Procedure 2.01.11.00 Conflicts of Interest.

Employees must voluntarily disclose to their department manager any situation in which the employee has an actual, perceived, or potential conflict of interest. Reference Institutional Procedure 2.01.11.00 Conflicts of Interest for disclosure protocol.

If a report is made and the conflict of interest has not been disclosed in advance, the report will be investigated and reviewed in accordance with Institutional Procedure 2.01.10.01 Ethics Investigations.

Violation or failure to disclose or properly identify a conflict of interest may subject the employee to disciplinary action up to and including termination.